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ANNUAL
REPORT
TOWN OF
BROOKLINE

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TOWN OF BROOKLINE, MASSACHUSETTS

Settled: 1638

Incorporated: 1705

Population: 58, 632

Land Area: 6.81 square miles

Government: Representative Town Meeting (251 Town Meeting Members) with five-member Board of Selectmen and Town Administrator.

Located four miles from downtown Boston, in Norfolk County, Brookline is one of the largest towns in New England. It is primarily a suburban, residential community. The primary occupations of Brookline residents are managerial and professional, especially in the fields of Medicine and Education.

Bordered by the cities of Boston and Newton, Brookline is conveniently located to the many cultural, educational and recreational activities of the Boston metropolitan area.

FY 1990 ASSESSED VALUATION

\$4,534,495,030 (real and personal property)

FY 1990 TAXABLE LAND AREA

4.1 Square miles (nontaxable land equals 40%)

FY 1990 TAX RATE

Residential	14.29
Commercial	23.22
Residential Exemption	\$57,900

POLITICAL

Registered Voters	37,161
Democrats	15,843
Republicans	3,620
Independents	17,698

Brookline Legislators

United States Senators
Edward M. Kennedy
John Kerry

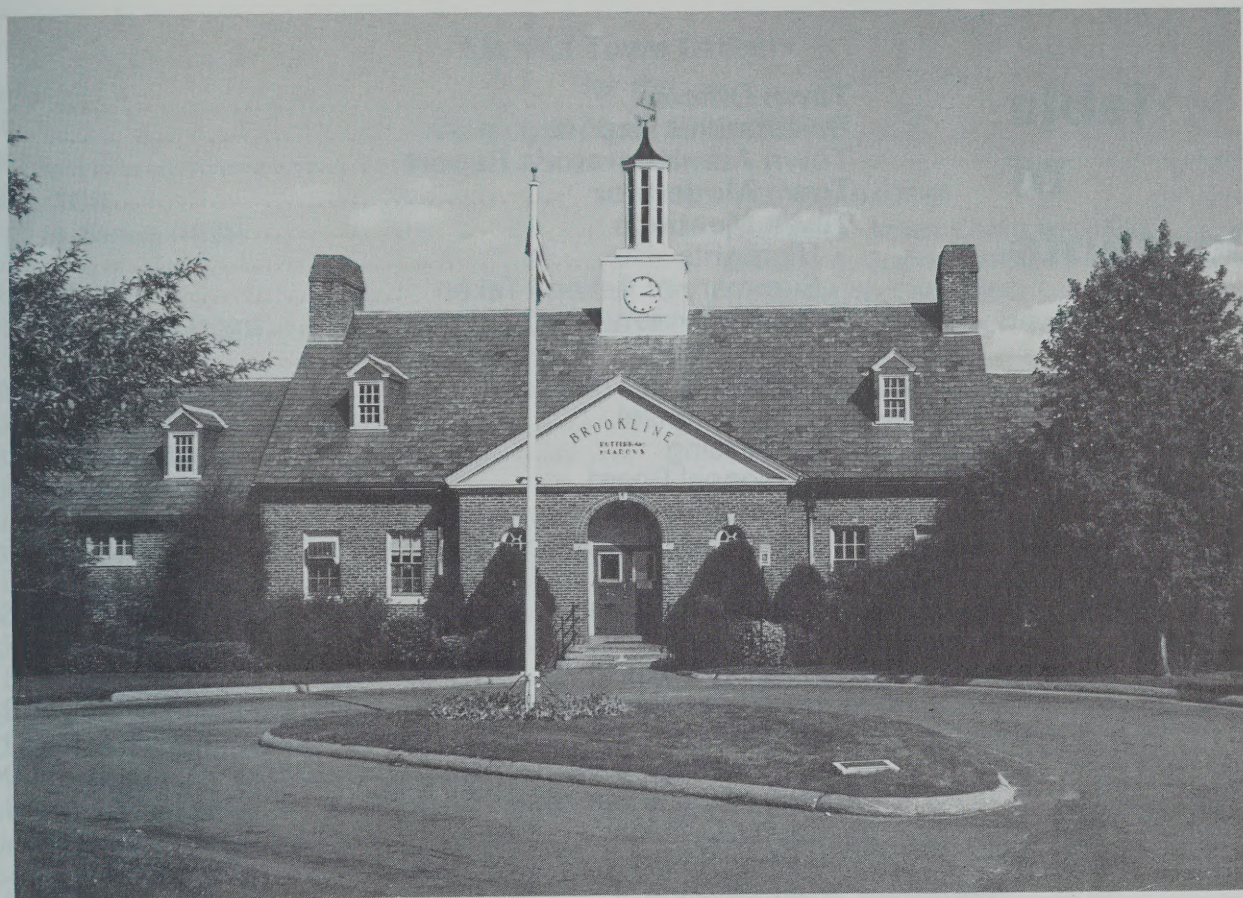
United States Representative in Congress
Barney Frank

State Senator
Lois Pines

State Representatives
John A. Businger
Eleanor Myerson

FRONTISPIECE:

The Brookline Recreation Department's Putterham Meadows Golf Course was built during the Great Depression and opened in 1933 with 18 holes. This 6,307 yard par 71 men's and 5,742 yard par 72 women's course presents a challenging test of golf for residents of Brookline and Greater Boston.



284th Annual Report
of the TOWN OFFICERS
of BROOKLINE
for the year ending
December 31, 1989

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TOWN OFFICERS

Elected Town Officers for the **Municipal Year 1989 - 1990**

MODERATOR

Carl M. Sapers (1991)

TOWN CLERK

Frances Halpern (1991)

BOARD OF SELECTMEN

Jeffrey P. Allen, Chairman (1990)

Zvi A. Sesling (1990)

Christopher J. Crowley (1992)

Luster T. Delany (1991)

Charles C. Ames (1991)

TREASURER AND COLLECTOR

Shirley Sidd (1990)

TRUSTEES OF THE PUBLIC LIBRARY

Claire R. Waldman, Chairman (1990)

Peter J. Epstein (1990)

Irene Probststein (1990)

Sandra L. Stotsky (1990)

Benedict S. Alper (1991)

Lawrence B. Cohen (1991)

Gail Pool (1991)

Ellsworth E. Rosen (1991)

Sylvia G. Brussel (1992)

Dennis P. Geller (1992)

Paul M. Katz (1992)

H. Richard Tyler (1992)

SCHOOL COMMITTEE

Kathleen L. Ames, Chairman (1992)

Caroline A. Graboys (1990)

Robert M. McCain (1990)

James W. Schlesinger (1990)

Joyce Jozwicki (1991)

Terry Kwan (1991)

Pamela Lodish (1991)

Nancy S. Heller (1992)

Kim Michelson (1992)

BROOKLINE HOUSING AUTHORITY

*Francis M. Moroney, Chairman (1991)

Harriet Sussman Bremner (1990)

Pamela H. Goodman (1991)

A. Christina Wolfe (1993)

Frank Israel Smizik (1994)

Brian M. Cloonan, Executive Director

CONSTABLES

James V. Esposito (1992)

Marvin A. Feinman (1992)

William A. Figler (1992)

Myrna Kahn (1992)

Stanley Rabinovitz (1992)

* State Appointed

Appointees for the **Municipal Year 1989-1990**

BOARD OF SELECTMEN

Richard T. Leary, Town Administrator

Brian F. Sullivan, Deputy Town Administrator

Robin E. Coyne, Budget Analyst

COUNSEL

David L. Turner, Town Counsel

Sarah Holmes Wilson, Associate Town Counsel

George F. Driscoll, Assistant Town Counsel

ADVISORY COUNCIL OF PUBLIC HEALTH

Karen Wenc, Chairman (1992)

Steven Gordon (1990)

Dr. Robert Taylor (1990)

Dr. Leonard Bernstein (1991)

Trudee Parenteau (1991)

Dr. Jonathan D. Lieff (1992)

DIRECTOR OF PUBLIC HEALTH

John A. Locke

ASSESSORS

Jeffrey M. Epstein, Chairman (1992)
Richard S. Kates (1990)
George F. McNeilly (1991)

BOARD OF APPEALS

Kenneth Hoffman, Chairman (1992)
Diane Gordon (1990)
Bailey Silbert (1991)
Frances Halpern, Secretary

BOARD OF APPEALS - ASSOCIATE MEMBERS

Abraham Zimmerman (1992)
Lewis C. Cohen (1990)
Lawrence E. Kaplan (1991)
Joseph I. Sargon (1991)

COMPTROLLER

Harvey J. Beth

DIRECTOR OF CIVIL DEFENSE

Richard T. Leary

DIRECTOR OF VETERANS SERVICES

Bernard Belcastro

FIRE DEPARTMENT

Robert D. English

INSPECTOR OF PETROLEUM

Robert D. English

KEEPER OF THE LOCK-UP

George R. Simard

LIBRARIAN

Michael Steinfeld

POLICE DEPARTMENT

George R. Simard

PUBLIC SCHOOLS

James F. Walsh, Superintendent

PUBLIC WORKS DEPARTMENT

William T. Griffiths, *Commissioner of Public Works*
A. Thomas DeMaio, *Director of Highway Division*
Andrew Pappastergion, *Director of Water Division*
Paul R. Willis, *Director of Parks/Forestry/Cemetery*

PURCHASING AGENT

Edward F. Clasby

RIGHT TO KNOW COORDINATOR

Gerard J. Hayes

STATE AID AGENT

Bernard Belcastro

TOWN CLERK'S DEPARTMENT

Patrick J. Ward, *Assistant Town Clerk*

TREASURER'S DEPARTMENT

John T. Mulhane, *Assistant Treasurer*

FENCE VIEWERS

Mary Hunter
Meyer Stern

LOCAL MOTH SUPERINTENDENT OF INSECT PEST CONTROL

Hamilton Coolidge, John Miller

MEASURERS OF WOOD AND BARK

Myron Alexander
Esther Saloman

SEALER OF WEIGHTS AND MEASURES

Richard Bargfrede

WEIGHERS OF COAL

Augustus Signore Sr.
Willard Farnsworth

ADVISORY COMMITTEE

John Van Scoyoc, Chairman
Edward N. Gadsby Jr., Vice-Chairman
Elizabeth DeWitt
Frances M. Diemoz
David A. Feingold
Ruth Ellen Fitch
Janet B. Fitzgibbons
Albert Gerte
Milton Goldman
John A. Hermos
Howard A. Husock
Donna R. Kalikow
Charles Moo
Stephen R. Morse
Alexander Neihaus
Peter F. Rousmaniere
Janet Sanders
Stanley L. Spiegel
John Theroux
Myra R. Trachtenberg

COMMITTEE ON TOWN ORGANIZATION AND STRUCTURE (appointed by Town Moderator)

Mark Michelson, Chairman
Martin Linsky
Jean Berg
Martin R. Rosenthal

Catherine Salhalnick
Robert I. Sperber
Robert M. Stein

BOARD OF EXAMINERS

Julius Abrams, Chairman (1991)
John Prager (1990)
George Michelson (1992)

BUILDING COMMISSION

Louis Wilgoren, Chairman (1990)
Ellen Goldman (1991)
Harold M. Lurie (1991)
John D. Lojek (1992)
Gordon Hurwitz (1992)

BUILDING COMMISSIONER

James J. Nickerson

INSPECTOR OF WIRES

Theodore Steverman

CABLE TV COMMUNITY TRUST

Ingrid B. Furlong (1990)
Ann Carol Grossman (1990)
Shirley Selhub (1990)
Jack Churchill (1991)
Elizabeth Smith (1991)
Jonathan Tamkin (1991)
Robert Baram (1992)
Renee Miller (1992)
W. Dann Robinson (1992)

CABLE TV MONITORING COMMITTEE

Tobe Berkovitz, Chairman
Francine E. Berger
Jay Chrepta
Ann Gallagher
Barbara K. Mitchell
Jerrold Oppenheim
Catherine Shaffer
Evy Titleman
Wendie Wallis

COMMISSION FOR THE DISABLED

Garret F. Crowley, Chairman (1991)
Ralph Steele (1990)
Marion Doherty (1991)
Ellen Lennick (1992)
Regina Snowden (1990)
Janet R. Vohs (1992)
Charles C. Ames (1992)

Associate Members

Ellen Fitzgerald
Barbara Gopen
Wilson Smith
Rachel Stone

COMMITTEE ON STATUS OF WOMEN

Estelle Katz, Chairman (1991)
Ruth Abrams (1990)
Peggy Berkovitz (1990)
Elizabeth Koss (1990)
Tema Carter (1991)
Joyce Samet (1991)
Elizabeth Ziemba (1991)
Carol Deanow (1992)
Marilyn Hilliard (1992)
Melissa Langa (1992)
Helene Weitzenkorn (1992)

CONSERVATION COMMISSION

M. Lee Albright, Chairman (1992)
Betsy Shure Gross (1992)
Barbara Whiting Drew (1991)
Joan J. Fried (1991)
Karen H. Haglof (1991)
Lewis Edgers (1990)
Marla Frazin (1990)

Associate Members

Dr. Philip Leder
Jedediah Mannis

COUNCIL ON AGING

Harold Jennings, Chairman
Arlene Stern, Director

COUNCIL FOR ARTS AND HUMANITIES

Chobee Hoy, *Executive Director*
Carolyn Levy, *Chairman, Activities Committee*
Joyce Mannis, *Chairman, Grants Committee*
Robin Dash
Emanuel Genovese
Diane Goldman
W.W. Havens II
Barr Jozwicki
Judith Kidd
Carolyn Oliver
Gail Reimer
Gayle Rich
Janet Sebell
Elaine Wong
John Bassett, *Associate Member*
Roberta Gianfortoni, *Associate Member*
Lynn Holstein, *Associate Member*
Sandy Novack, *Associate Member*
Renee Miller, *Associate Member*

HOUSING ADVISORY BOARD

John L. Hall II (1990)
Roger Blood (1991)
Mark Levy (1991)
Richard Benka (1992)

HUMAN RELATIONS/YOUTH RESOURCES
COMMISSION

Howard Prunty, Chairman (1992)
Ruth Flaherty, Vice-Chairman (1990)
Harold Koritz, Second Vice-Chairman (1991)
Sandra Bakalar (1990)
Agnes Rogers (1990)
Reverend George Chapman (1991)
Rabbi Rachmiel Liberman (1991)
Dennis Reardon (1991)
Captain John Walsh (1991)
Leslie Fabian (1992)
Adam Pollock (1992)
Barbara Randolph (1992)
Dr. Carole C. Upshur (1992)
Dr. Claire Weiss (1992)

DIRECTOR OF HUMAN RELATIONS/YOUTH
RESOURCES

C. Stephen Bressler

PARK AND RECREATION COMMISSION

Walter E. Elcock, Chairman (1990)
Daniel F. Ford (1990)
Gerald Tuckman (1990)
Deborah Notman (1991)
Gerard J. Walsh (1991)
John Bain (1992)
Wallis Wickham Raemer (1992)

DIRECTOR-RECREATION DEPARTMENT

Dr. Matthew M. Pantera

PERSONNEL BOARD

James E. Cockfield, Chairman (1992)
Kenneth Kurnos (1990)
Linda Fosburg (1991)
Frances Shedd-Fisher (1992)
Alexander Spaulding (1991)

PERSONNEL DIRECTOR

Gerard J. Hayes

PLANNING BOARD

Herbert L. Shivek, Chairman (1994)
Tania Langerman (1990)
Michael D. Cutler (1991)
Robert H. DeVries (1993)
Bruce Hamblin Jr. (1992)

PLANNING DIRECTOR

John E. Woodward Jr.

PRESERVATION COMMISSION

Ruth Dorfman, Chairman (1991)
Barnett Berliner (1990)

Chobee Hoy (1990)
Dennis DeWitt (1991)
Dr. Judith Selwyn (1991)
Nancy Peabody (1992)
June Richardson (1992)
Sergio Modigliani, Alternate
Joel Shield, Alternate
Nancy Yetman, Alternate

REGISTRARS OF VOTERS

Robert J. Wong, Chairman (1990)
Dorothy Bruno (1991)
Patrick J. Ward (1992)

RENT CONTROL BOARD

Cerise Lim Epstein, Chairman (1991)
Dana Cetlin (1990)
William Costin (1991)
Rachael Goodman (1992)
Rita McNally (1991)
William Schnoor (1992)
Joan Zorza (1990)

RENT CONTROL DIRECTOR

Suzanne Smith

RETIREMENT BOARD

Samuel E. Shaw II, Chairman
Joseph P. Duffy (elected by members)
Hugh A. Dunlap

TRANSPORTATION BOARD

Pauline Katz, Chairman (1991)
Phyllis Giller, Vice-Chairman (1990)
Rhoda S. Goodwin (1990)
Deborah Kaplan Cohen (1991)
Stephanie Carona (1992)
Joseph Geller (1992)

TRANSPORTATION DIRECTOR

John G. Harris Jr.

TREE PLANTING COMMITTEE

John E. Miller, Chairman (1991)
Robert Kramer (1990)
Corliss Engle (1992)

TRUSTEES OF WALNUT HILLS CEMETERY

Harrison Bridge (1990)
Russell Mann Jr. (1990)
David Dalton (1991)
Mary J. Harris (1991)
Alfred E. Palladino (1992)
Walter E. Palmer (1992)



Brookline's Board of Selectmen and Town Administrator.

BOARD OF SELECTMEN

At the Board's organizational meeting on May 9, 1989, following the annual town election, Jeffrey P. Allen was elected Chairman. Other Board members are Zvi A. Sesling, Christopher J. Crowley, Luster T. Delany and Charles C. Ames.

As is true every year, when the Board of Selectmen balanced its books at the end of 1989, it was conscious of significant progress in some areas, of disappointments in others, and of problems, opportunities, and challenges ahead. Our reputation as a well-governed municipality has been effective. However, things are changing in municipal government, perhaps more than ever in the past few years, and not necessarily for the better. Until the early 1980s most observers assumed that local governments would continue

to grow, if not prosper. After all, state and local government payrolls expanded enormously during the sixties and seventies, much faster than at the federal level. Localities were doing more than ever, responding to new needs and demands.

These challenges of more than a decade ago represented a significant departure from earlier concerns with traditional management techniques. The shift in priorities had been from the physically oriented to the human oriented. Along with these new problems came lots of federal dollars and a sharp increase in municipal employment and programs. Growth and expansion seemed inevitable. This pervasive view of local government called for growth in every imagin-

able area: Urban populations would grow, budgets would expand, federal grants would increase, municipal jobs would multiply, and benefits would rise as municipalities were forced to undertake an ever-enlarging list of responsibilities.

But things do change. Federal aid to cities and towns began to shrink in 1978. Then came the "Reagan Revolution," which brought major reductions in federal domestic spending, including additional cuts in financial assistance to state and local governments. Holding the line — and, yes, retrenchment — became the order of the eighties. Cuts were made, budgets were balanced, and we all learned to manage with less.

The era of fiscal restraints is far from over. Massachusetts communities are going through a most critical period as state aid, which was so important and helpful during the first seven years of Proposition 2 1/2, has been sharply reduced. It is a time when tough-minded local officials are forced to make a series of hard choices that often upset employee and clientele groups alike.

In light of this continuing trend, it is not surprising that fiscal problems continue to demand and receive priority attention by the Board of Selectmen. The details of our current efforts in this area are covered in full in the Town Administrator's annual report. An issue of major importance in which the Selectmen took the lead in 1989 was the litigation instituted against the Commonwealth with respect to the withholding of local aid and the formula employed to allocate the aid reductions. The following section of this report sets forth the background of that initiative and the actions taken, hopefully to bring about a favorable result for the numerous cities and towns which were adversely affected.

Local Aid Suit

In July 1989, the Selectmen communicated with the Governor to express several concerns with regard to the prospect of additional reductions in local aid. In those communications, we pointed out that such reductions would necessitate the calling of a special town meeting, shortly after the annual town meeting, to balance the budget by making deep cuts in several service areas. We noted that such a course

would be not only extremely disruptive but would have serious consequences with respect to essential town programs. In urging the Governor in the strongest possible terms not to make any further cuts in local aid, we expressed the view that in the event local aid had to be reduced, the reductions should be made fairly and equitably, so that each community's percentage share of the total allocation would remain the same.

Despite these earnest requests which were shared in by many other communities in the Commonwealth, the Governor proceeded to withhold \$210 million appropriated by the Legislature for local aid. At the time this action was taken, the Administration indicated that a new per capita formula would be used to allocate the local aid reductions. This change in the ground rules of the game, without any input from the cities and towns, devastated Brookline by almost doubling the amount of local aid which would have been lost if the traditional needs-based formula had been followed on a pro-rata basis: \$1,896,758 vs. 1,101,244. We felt that this unilateral, arbitrary revision to the method of distributing local aid, without any local input, was grossly unfair. It resulted in disproportionate cuts for 293 communities while reducing cuts for 54. At this point, we requested Town Counsel to render an opinion concerning the Governor's right to withhold \$210 million of Chapter 70 aid for public schools and to allocate that withholding on a "per capita" basis, rather than in accordance with the allocations made by the Legislature or General Laws c.70. Town Counsel opined that the action appeared to violate both the Constitution of Massachusetts and the statutory plan for the distribution of such aid. On August 1, the Selectmen authorized Town Counsel to file a complaint contesting the Governor's actions. The town was ultimately joined by 142 Massachusetts' cities and towns in bringing the law suit.

The suit, which is still pending in the Supreme Judicial Court, contains three main points. First and foremost, it argues that the Governor had no authority to withhold the \$210 million appropriated by the Legislature for local aid. He took this action even after a specific override of his veto by the Legislature. Secondly, the suit argues that even if he had the right to withhold

the funds, he clearly had no right to unilaterally reallocate the funds among cities and towns. The Legislature's appropriation vote included specific appropriations for each city and town. These specific allocations were based upon the needs-based formula which has been in existence for a number of years. The formula was developed after much involvement and discussion between cities and towns, represented by their association, the Massachusetts Municipal Association, the Administration, and the Legislature. It is a needs-based formula which appropriately and heavily favors poorer communities and is as fair as possible to all cities and towns. It should not have been significantly changed without that same involvement.

Under the Administration's per capita reduction formula, some communities lost their entire allocation of state aid. Regardless of whether a community was helped or hurt by the arbitrary change in the formula (over 80% were hurt), we felt that no Governor should be allowed to unilaterally change the distribution formula without any input from cities and towns or the Legislature. To let such an action go unchallenged would be, in our opinion, setting a precedent which all local officials would live to regret. It should be noted that if we are successful under the first point, which is the withholding of the \$210 million in local aid, then the issue of the formula becomes moot.

The last point in the law suit involves the distribution of lottery funds. The General Appropriations Act attempts to ignore the statutory mandate that lottery fund net revenues shall be included in the Local Aid Fund and distributed to the cities and towns. Thus, the Governor and the Legislature had failed to pass on to the cities and towns all of the net proceeds from the state lottery.

Bringing this law suit was not an easy decision for the Board of Selectmen; nevertheless, the Board felt that the serious issues involved transcended all other considerations and acted accordingly.

Fiscal Policy Initiatives

With the town's fiscal resources so constrained, the Selectmen took two new initiatives during the year aimed at broadening our revenue

base. The first action taken was the establishment of an Economic Advisory Council, a high level group which will advise the Selectmen on a continuing basis on general economic policies and concerns relative to the effective governance of the town. The council has moved ahead in a positive manner, focusing on three important areas: 1) payments in lieu of taxes from tax-exempt institutions; 2) a study and analysis of town-owned property preliminary to recommending appropriate reuses of said property, and 3) increased local revenues, particularly from traffic and parking fines, parking lots, and meters.



Brookline Place — recent commercial development in Brookline Village.

With regard to the top priority item — payments in lieu of taxes — the council submitted a specific program which received the Selectmen's endorsement, and the Board is now soliciting applications for membership on the coordinating committee which will oversee this effort. Additionally, the council has identified certain parcels of town-owned property which could

be developed, thereby generating a significant amount in real estate taxes. These recommendations are now being pursued with the planning department, building department, and those agencies which have jurisdiction over the sites. The Board is deeply grateful to the following members of the Economic Advisory Council for taking on this important assignment:

Alan Webber, co-chairperson
Steven Rothstein, co-chairperson
Robert Basile
Ronald Brown
Richard Chapman, Jr.
Patricia Ostrander
Harold Petersen

The second initiative involved the appointment of a Development Committee, a group of citizens chosen for their knowledge of the town and their professional expertise, to examine certain areas in Brookline that would be suitable for development and redevelopment in order to generate additional tax revenue. The committee was asked initially to study two commercial corridors in town: Commonwealth Avenue and a portion of Boylston Street in Brookline Village, in order to determine the potential for additional acceptable development in those areas.

The Committee, chaired by former Superintendent of Schools Robert I. Sperber, met almost weekly for three months to (1) review existing land uses and consider opportunities for additional development; and (2) formulate criteria for development that would limit negative environmental impacts and would guarantee neighborhood participation, appropriate land use and quality design in any projects that might be undertaken. In its preliminary findings, the committee identified a significant development opportunity in each corridor. Over a period of time, with thoughtfully controlled development, the potential tax revenue ranges between \$22 and \$29 million. Given the fiscal crisis in the state, with massive reductions in state aid to cities and towns and a substantial local revenue shortfall for FY91, with resultant cuts in essential services, the committee considers the time is right for the town to explore these opportunities.

After considering the committee's interim report, the Selectmen deemed it important to con-

tinue their momentum. Funds have been provided for construction of two architectural study models which will show existing conditions in the two corridors. Upon completion of the models, the committee will prepare presentation materials for use in meetings with town boards and affected neighborhoods. After the results of these meetings have been summarized in a final report, the committee will engage professional, technical assistance to prepare a development plan. Implementation of the committee's recommendations will be a key component in the long term financial planning for the town.

The Selectmen are most appreciative of the efforts of this blue-ribbon committee whose membership is as follows:

Dr. Robert I. Sperber, Chairman
Robert Kroin, Vice Chairman

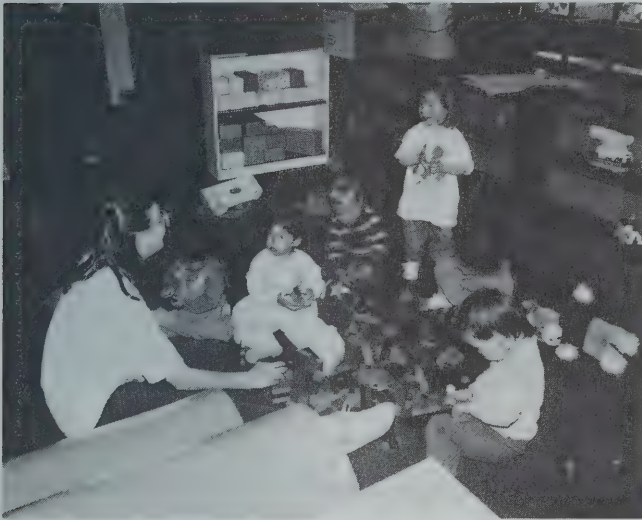
Carl Axelrod	Joel Freilich
Michael Berger	Richard Garver
George Cha	Gordon Hurwitz
Joan Fitzgerald Denny	Harry Johnson
Mary Dewart	Larry Koff
Betsy DeWitt	Jean Kramer

CDBG Program

Now in the sixteenth year of the federal Community Development Block Grant Program, Brookline has received, over those years, approximately \$21 million. An additional special grant of \$800,000 in the same period was awarded for the construction of the MBTA overpass at Brookline Village. Here, and in municipalities throughout the country, the CD program is by far the largest federally funded annual grant received by entitlement municipalities of over 50,000 population, counties and states (for distribution to small communities.)

In recent years federal assistance to local communities for parks and open space, revenue sharing, police, library, school, and other smaller grants have either dried up entirely or become a mere trickle compared with earlier grants. Since 1981, when Brookline's entitlement grant was \$1,855,000, it has steadily shrunk in amount and in dollar value to the most recent 1991 entitlement of \$1,178,000. As additional programs are added to the list of those eligible for CD partici-

pation, there is an even further dilution of those funds for the original purposes of the Housing and Community Development Act of 1974. Deferrals, cutbacks and Gramm-Rudman play their role, but the country-wide support for the program by the municipalities, and the program's non-involvement in scandals affecting other HUD programs, has resulted in Congressional support for an approximately \$3 billion appropriation for the past several years.

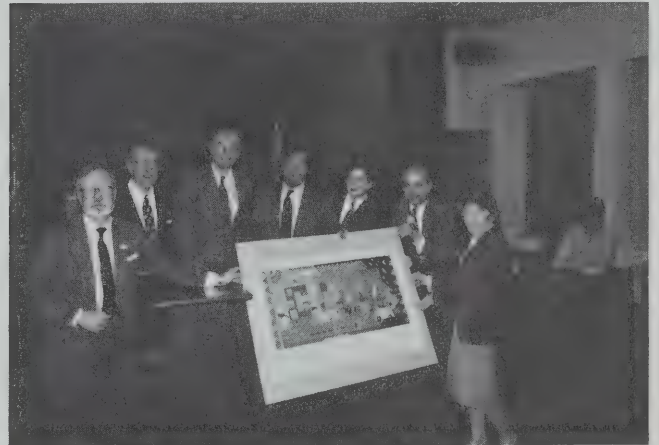


Brookline Infant Toddler Center — a CD funded activity.

The CDBG program is less restrictive than the former categorical grants which it replaced. The focus of the program is essentially on the physical improvement to housing and the environment, and economic opportunity, principally for low/moderate income persons. We are, however, authorized to expend up to 15% of the grant for public services. This has enabled us to assist in providing jobs for youths, day care for infants and children, mental health programs, and a senior citizen taxi ride program, all of which are administered in accordance with federal guidelines. Brookline, like municipalities throughout the country, provides the largest allocations to private housing rehabilitation and for the rehabilitation of playgrounds and parks. Currently, Coolidge and Lawton are under reconstruction. Public housing modernization has also received substantial program funds. In earlier years, considerable streets, sidewalks, and other infrastructure replacements were constructed with CD funds.

Except for handicap accessibility and some tree work, funds more recently have been inadequate for any extensive public works project.

Public awareness and support is essential if the CD program is to compete successfully among other important domestic programs for the limited federal funds available. The annual National Community Development Week, this year April 7-14, is a means of capturing attention nationwide. In Brookline, hundreds of postcards were sent by supportive participants in the program to our Congressman and Senators. The Selectmen wrote to committee chairmen and other key members of Congress, urging them to preserve the focus of the program and its funding. A descriptive brochure was prepared. Copies of the Selectmen's Proclamation of Community Development Week were attached to colorful posters and pictures and, together with the brochures, displayed in public places and in the Coolidge Corner branch of the Brookline Savings Bank and the Brookline Village Bank of New England.



Community Development activities are depicted on poster prepared in connection with observance of National Community Development Week, April 7-14.

Larz Anderson Park

The Selectmen are pleased to report that Larz Anderson Park, the town's major recreational facility, is about to undergo extensive rehabilitation with the assistance of a state grant of \$660,000. A master plan for the property has been developed to guide its restoration and improvements into the next century, and plans for substan-

tial physical improvements have been finalized. The following improvements and related costs have been approved by the Park and Recreation Commission and the Board of Selectmen:

POND AND PICNIC AREAS

Restore temple including fountain	\$75,000	
Site preparation and earthwork	80,000	
Edge treatment	30,000	
Paths	80,000	
Drainage improvements	35,000	
Lawns	70,000	
Planting	<u>70,000</u>	
		\$440,000

PLAYGROUND AND EXISTING BALLFIELDS

Partial renovation of playground	30,000	
Infield restoration	<u>10,000</u>	
		\$ 40,000

TOP OF HILL

Restoration of walls, trellis & artifacts	148,000	
Clearing and lawn work	<u>20,000</u>	
		\$168,000

PERIMETER

Fencing	109,000	
Planting	25,000	
Restore gates at Goddard & Newton Streets	<u>36,000</u>	
		\$170,000
Subtotal		818,000
Contingency		<u>82,000</u>
Total construction budget		\$900,000

Add alternates noted below have been authorized for inclusion in the bid specifications:

Restore fence near pond	\$45,000	
Benches at pond	21,000	
Play apparatus	44,000	
Benches at playground	19,500	
Planting at playground	10,000	
Planting at top of hill	3,000	
Shade trees at perimeter	5,000	
Picnic tables	16,500	
Picnic grills	2,000	
Drinking fountain and hydrant	<u>5,000</u>	
		\$171,000

Bids are scheduled to be opened on May 1 with construction slated to commence later in the month. At a time when we have had to drastically curtail the number of capital projects that can go forward, it is gratifying to be able to rehabilitate this beautiful area of sixty-one acres which was left to the town in 1948 by Mrs. Isabel Anderson, widow of Larz Anderson, diplomat and ambassador to Belgium and Japan.



The pond at Larz Anderson Park.

Anti-Abortion Protests

The Town of Brookline and its police department were the subject of attention and controversy during 1989 as the result of the national issue of abortion rights and the activities of "Operation Rescue". The numerous demonstrations along Beacon Street resulted in the expenditure of over \$100,000 in overtime and other costs, and in the making of 491 arrests and the loss of over twenty police officers due to injuries sustained on this one activity. At the outset, the Selectmen, as the town's governing body, made it clear to the demonstrators that they would not be allowed to close any abortion clinic in Brookline; whatever was needed to keep the clinics open the town would provide, and we would strongly support the efforts of our police officers to that end.

The demonstrators became more militant as the year progressed, increasing the burdens on our police officers and further testing their professionalism. Their dedicated and outstanding performance was particularly noteworthy, as they operated under very difficult circumstances; they reflected great credit on the department and the

town as they kept the provisions of the Constitution in place during these demonstrations on this most controversial and often volatile issue.



Selectmen and Chief George R. Simard commend Police Officers Robert W. Smith, Lawrence M. Crapo and John B. Donovan for excellent police work.

Commission on the Status of Women

In March, 1988, the Board of Selectmen voted to establish a Commission on the Status of Women and made appointment thereto. It was the belief of the Board that the issue of equal status of women warranted this focused attention. In 1989, the Annual Town Meeting amended the town bylaws and formally provided for such a commission. The powers and duties of the commission are as follows:

- (a) To insure the equal status of women in educational, economic, political, health, legal and social spheres.
- (b) To design and implement programs that promote equality for all women in the town.
- (c) To develop recommendations and recommend policy to all departments, divisions and agencies of the town, including the Board of Selectmen.
- (d) To act as liaison with all departments and divisions of town government on issues affecting women.
- (e) To initiate, coordinate and monitor the en-

actment of legislation which promotes equal status of women on the municipal, state and federal levels, and to assure that appropriate regulations are adopted and enforced pursuant to such legislation.

- (f) To investigate, within the limitations of available resources, incidents of discrimination against women.
- (g) To appear, speak for, and act on behalf of individual women and groups of women confronted with incidents of discrimination, within the limitations of available resources.
- (h) To obtain from town departments, divisions, and agencies, information necessary to carry out the functions, purposes, programs, and activities of the Commission.
- (i) To initiate public exhibits and media events in Town Hall, town libraries, and other town-owned property, as well as in other locations within and outside the town.
- (j) To raise funds for the use of the commission and to accept money, gifts and services for its exclusive use.
- (k) To be a member of the National Association of Commissions on Women.
- (l) To recruit and recommend prospective commissioners for subsequent appointment by the Board of Selectmen.
- (m) To appoint task forces to assist the commission in its operations.
- (n) Such other powers and duties as may be agreed on by the Board of Selectmen and the commission.

The commission consists of eleven members, all of whom are appointed by the Board of Selectmen to serve for a term of three years, following the initial appointments. The Selectmen were pleased to appoint the following as members: Ruth Abrams, Peggy Berkovitz, Tema Carter, Carol Deanow, Marilyn Hilliard, Estelle Katz, Elizabeth Koss, Melissa Langa, Joyce Samet, Helene Weitzenkorn and Elizabeth Ziemba.

Selectmen's Subcommittees

The Board's subcommittees were active in the following areas in 1989:

Boston University Development Plans
Chairman Allen and Selectman Crowley

Town/School Budget
Chairman Allen and Selectman Crowley

Liquor License Policies
Selectmen Sesling and Crowley

Reassessment Advisory Committee
Selectmen Crowley and Delany

Selectmen Delany serves as the Board's representative to the Norfolk County Advisory Board and to the Council on Aging. Selectman Ames serves on the Commission for the Disabled. Chairman Allen also chaired the Senior Center Feasibility Study Committee. Selectmen Crowley and Sesling chaired several committees of seven which selected architects for various school construction projects.



Chairman Allen participated in the dedication ceremonies marking the opening of the barrier-free nature trail at the Amory Woods conservation sanctuary.

Appointments

In 1989 members of our boards and commissions continued to perform in an outstanding manner. The town is indeed fortunate to have individuals of such high calibre volunteering their services to the community. The following resignations and appointments occurred in recent months:

Dr. Jonathan Lieff was appointed as a member of the Advisory Council on Public Health, replacing Adele Dronsick who had served with distinction for eighteen years. The Selectmen ex-

tend their deep appreciation to Ms. Dronsick for the outstanding service she rendered the town over these many years. Her service was characterized by an overriding concern for the health and well-being of the town and its citizens. Regina Snowden and Janet R. Vohs were appointed to the newly-named Brookline Commission for the Disabled, replacing Susan Tachau, an invaluable member who moved from the area, and Ellen Fitzgerald, whose term expired; Ms. Fitzgerald is currently serving as an associate member.

Barbara Randolph and Leslie Fabian were appointed as members of the Human Relations/Youth Resources Commission to fill existing vacancies; Adam Pollock was appointed as a youth member to replace Janet Yee who did not wish to be reappointed. The Selectmen were pleased to appoint Wallis Wickham Raemer and John Bain as members of the Park and Recreation Commission, replacing John E. Cawthorne and Robert M. Wax, whose terms had expired. Renee H. Burrows and Edward W. Merrick resigned from the Cable TV Community Trust and were replaced by Robert Baram and Renee Miller. Jay Chrepta was appointed to the Cable TV Monitoring Committee, replacing A. Joseph Ross. Following the resignation of Dean Manheimer and Johanna Harris, Kenneth Kurnos and Frances Shedd-Fisher were appointed to the Personnel Board. The Selectmen regretfully accepted the resignation of Barbara Pastan, a most effective Chairman of the Personnel Board, who served with distinction for seventeen years.

Richard Benka was appointed to the Housing Advisory Board, replacing David Trietsch who resigned at the conclusion of his term. Dorothy Bruno was appointed to the Board of Registrars of Voters to replace James Berenson who passed away during the year. Mr. Berenson served the town on various boards and commissions over the years and will be sorely missed by the town family. William Costin and William Schnoor were appointed as public interest representatives on the Rent Control Board, replacing Susan Cohen and Susan Ellerin who stepped down. Rachel Goodman was appointed as a tenant representative, replacing Phyllis Ryack who resigned.

The Selectmen accepted the resignation of Linda G. Golburgh who served the Transporta-

tion Board so conscientiously for nine years, serving as Chairman from 1981-1983; Joan E. Pollard also resigned from the Transportation Board, having served for one term and as Chairman during 1988. Stephanie Carona and Joseph Geller were appointed as their successors. Robin

Dahs, Emanuel Genovese and Gail Reimer, who had served as associate members, were appointed to full membership on the Council on Arts and Humanities. John Basset, Roberta Gianfortoni, Lynn Holstein, Sandy Novack and Renee Miller were appointed as associate members.

Status Report on Capital Projects 1989 Annual and Special Town Meetings

Asbestos Removal at Fire Stations — Town Meeting appropriated \$49,000 for the removal of asbestos at fire stations. The design is being completed by Dennison Environmental, Inc. of Woburn. Work will be started in late May and should be completed by the end of the summer.

Fire Ladders #1 and #2 — Town Meeting appropriated \$40,000 for the refurbishment of fire ladder trucks #1 and #2. Bids will be opened shortly and refurbishment is expected to be finished in August of 1990.

Fire Engine #6 — Town Meeting appropriated \$30,000 for the refurbishment of fire engine #6. The project is underway and should be completed by July 1, 1990.

State Aid for the Repair, Reconstruction and Resurfacing of Various Sections of Town Streets — Town Meeting appropriated \$236,104 for the repair, reconstruction, and resurfacing of various sections of Goddard Avenue (Rockwood Street to Newton Street), Longwood Avenue, Newton Street (Goddard Avenue to Clyde Street), and Sumner Road (Boylston Street to MBTA). Contracts have been awarded. Construction will be completed this spring.

Town Funding for the Repair, Reconstruction and Resurfacing of Various Sections of Town Streets — Town Meeting appropriated \$300,000 for the reconstruction, maintenance and/or repairs of various streets and sidewalks within the town. Specifications have been completed. Two contracts will be awarded, one in late April, and one in early May. A completion date of June 1, 1990 is anticipated.

Traffic Signal Replacements — Town Meeting appropriated \$28,000 for replacement of traffic signal controllers, signals, and associated equipment at Aspinwall Avenue and Kent Street; Harvard, Stedman and Williams Streets; Harvard at Fuller Street; and Harvard Street at Verndale Street. The contract was awarded to Tri-State

Signal, Inc. of Waltham. Work will begin shortly and is expected to be finished in June of 1990.

Pool Dehumidification — Town Meeting appropriated \$7,000 for the design of a dehumidifying system at the town swimming pool. The design is being completed by Richard D. Kimball Company, Inc. of Reading. Bids will be opened in early May. Work is expected to commence in the early summer and be completed by the fall of 1990.

Driscoll Gym Plans and Specifications — Town Meeting appropriated \$37,000 for the preparation of plans and specifications for repairs to the Driscoll School gymnasium. The contract was awarded to Phineas Alpers Architects, Inc. of Boston in late March and the work is in progress.

Lawrence School Boiler — Town Meeting appropriated \$13,000 for plans and specifications for replacement of the two boilers at the Lawrence School. The contract was awarded to Richard D. Kimball Company, Inc. of Reading, who is in the process of completing the design.

Lincoln School Feasibility Study — Town Meeting appropriated \$25,000 for further study of the feasibility of constructing a new Lincoln School. The advisory committee to the project has recommended that schematic drawings and scale models be prepared for presentation in the fall of 1990.

Parking Meters — Town Meeting appropriated \$295,000 for the purchase of new parking meters, replacement parts and installation materials, and to establish new parking meter zones at various locations. Replacement parts and new meters have been purchased. Installation of the meters, which is being accomplished by town police and highway personnel, should be completed by the end of the summer.

Clark Playground — Town Meeting appropriated \$300,000 for the reconstruction of

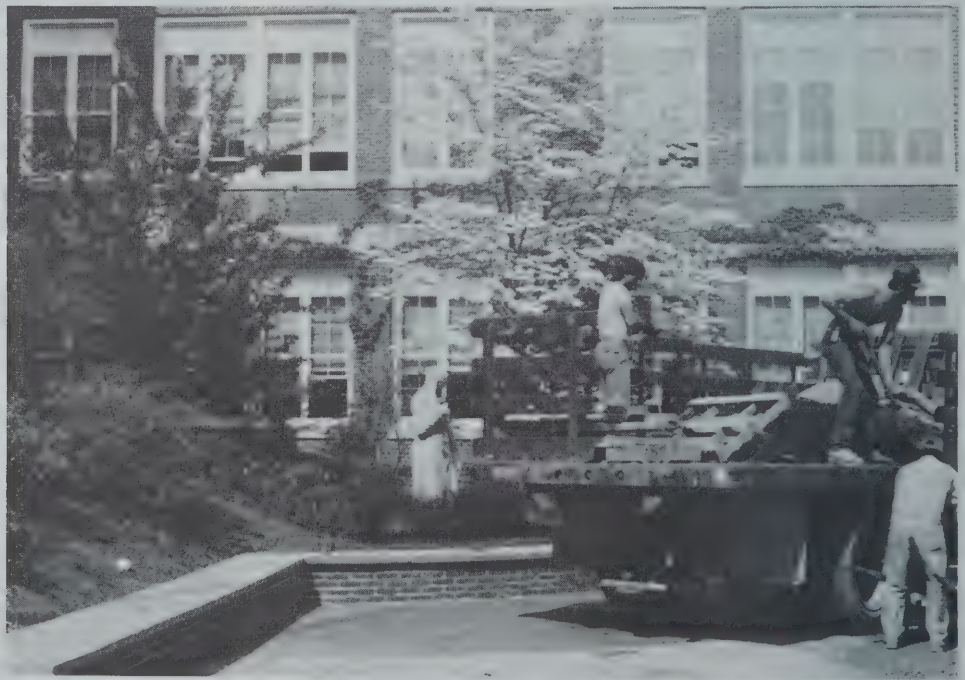
Clark Playground. The contract was awarded to C. Spirito, Inc. of Hingham. The reconstruction process will be started in early May and should be finished by the beginning of August.

High School Roof — Town Meeting

appropriated \$300,000 to make repairs to portions of the High School roof. The design is being completed by RLC Architects of Hopkinton. Work is expected to begin in the middle of June and be completed by the end of October, 1990.



Corey Hill Park following reconstruction.



High School quadrangle in process of improvement.

TOWN ADMINISTRATOR



Town Administrator Richard T. Leary

After five years' experience under the Town Administrator Act, one may fairly ask: "Has the legislation worked well for the Town?" That law, Chapter 270 of the Acts of 1985, represented a milestone in the history of our town administration. While it did not provide for a drastic change in the Brookline town government, it went a long way towards delineating the most appropriate roles in the late 1980's and beyond for the Board of Selectmen and the chief administrative officer in Brookline. The executive branch of town government was strengthened appreciably, with the Selectmen now able to concentrate on policy approaches to issues and programs while the Town Administrator fulfills responsibilities which encompass broad managerial functions.

Some of the more important functions and duties assigned to the Town Administrator are 1) the recruitment and recommendation for appointment by the Board of Selectmen of most department heads, as well as annual performance evaluations; 2) formulation of the annual financial plan, including detailed projections of all revenues and expenditures; 3) recommendations with respect to the capital improvements program and the financial impact of warrant articles; 4) recommendations concerning collective bargaining proposals and the development of fiscal guidelines for that important area of town expense; 5) coordination of intra- and inter-governmental affairs; and 6) acting as the administrative spokesperson for the town.

On the whole, I believe we have made significant progress over the past five years in implementing the provisions of the Town Administrator legislation. Several first-rate appointments have been made to department head and administrative staff positions; the Administrator's annual financial plans have been well

received by the reviewing authorities, and have evoked favorable comment from officials in other communities; and his involvement with many issues of importance to cities and towns throughout the Commonwealth, particularly those relating to state-local relations, has been helpful in a practical way and I feel has reflected well on Brookline. The Committee on Town Organization and Structure recently concluded that "the strengthening of centralized management of the town government, including but not limited to the 1985 Town Administrator Law, has been highly beneficial to the Town."

The Committee on Town Organization and Structure, after conducting a survey and interviews, is proposing two modest amendments to the Town Administrator legislation. The first amendment would make clear in the statute what has always been clear from the legislative history and what has been the practice of the present Town Administrator: He is entitled to present to the Selectmen only one candidate for a vacant department head position, whom the Selectmen may appoint or reject. The right of the Administrator to present only one candidate was a procedure recommended by CTOS in the report which led to the 1985 statute. It is the procedure required by statute for the appointment of teachers and higher level school administrators (G.L. c.71, Section 38). The Committee considers it important that the right of the Town Administrator to follow such a route be made clear.

The second amendment is somewhat more far-reaching. It would permit the Administrator to propose administrative reorganizations to Town Meeting. No such reorganization could take place without a vote of Town Meeting and, if necessary, the enactment of legislation. Town Meeting would, of course, have the

benefit of the views of CTOS, the Selectmen, and the Advisory Committee. Town Meeting could accept, reject, modify or defer action on the Administrator's proposal. The procedure proposed in this amendment is much less sweeping than analogous provisions elsewhere. In Newton, the Mayor may propose reorganization plans to the Board of Aldermen, and that Board may not amend them but must reject them within ninety days or they become effective. In Arlington, the Town Manager may effectuate reorganization plans subject only to the Selectmen's approval. CTOS proposes to preserve all the present powers of Town Meeting, and to allow it to consider the Administrator's proposed reorganizations even if, as is not expected to be the case, the Administrator has not been able to persuade the Selectmen to support the proposal. In the Committee's view, adoption of both of these amendments would clarify and enhance the ability of the Town Administrator to efficiently and effectively administer the town's business.

Much of the Town Administrator's time these days is devoted to financial matters and specifically to the formulation of the town's annual financial plan. This plan encompasses the views of the chief financial officer of the town on all fiscal matters including: state, county, MWRA, MBTA and other assessments; collective bargaining objectives; overlay; all operating and unclassified budgets; and capital expenditures. The revenues to support the expenditure programs are also detailed in this comprehensive document which is available for review in the Selectmen's Office and at the public libraries. The focus of this report will be on the status of the town's finances as we prepared the FY91 Financial Plan, the key elements of the plan, and a long-term outlook. A series of charts has been included on pages 23-28 to illustrate the plan's major components.

Fiscal Problems in FY91

As we planned for FY91, it was clear that it would be the most difficult year we have experienced since FY82, the first year of Proposition 2 1/2. Despite the interval of nine years, there are several similarities between FY82 and FY91 and a few key differences. The challenge we faced at this time in 1981 was enormous. The magnitude of the first year property tax and excise tax revenue loss — \$6,809,831 — demanded the adoption of extraordinary measures in order to preserve as much as possible of traditional town services. Fixed cost items in the budget, e.g., retirement system, unemployment compensation, group health insurance, energy, and salary adjustments arrived at through collective bargaining, brought the total revenue loss to \$11.2 million. This staggering deficit was met by 1) reducing the town's total operating budget by \$5,280,614; 2) increasing local receipts so as to generate \$4,201,835 in additional revenues, and 3) realizing \$1,736,462 in additional state

aid. Some of the major reductions in town services and programs were the following:

- Library services reduced by 15%
- A fire company deactivated
- 2 school buildings closed
- Swimming pool hours reduced to 4 days per week
- 231 positions eliminated - 110 layoffs
- Transportation and Conservation Departments eliminated.

In 1981 we still had a sizable personnel complement in town departments — 893 permanent full-time positions — despite the elimination through attrition of 112 positions since FY73. Thus, we were able to sustain, with a great deal of pain, the elimination of 111 positions in town departments in FY82. Our local receipts position in 1981 was very low at \$5.9 million. It was relatively easy, therefore, to institute several user fees and to effect substantial increases in our schedule of departmental fees and fines. Additional state aid, at close to \$2 million, was a significant item in offsetting the revenue deficit in the first year of Proposition 2 1/2. It is interesting to note the shift since FY81 in the revenues from property taxes, local receipts, and state aid, as indicated on the following table:

**Estimated Receipts for FY81 and FY91
How Each \$100 Will Be Received**

	FY81	FY91
Property Taxes	\$73.00	\$64.30
Local Receipts	9.00	22.80
State Aid	9.00	11.00
Free Cash	7.00	0.50
Federal Revenue Sharing	1.50	—0—
Other Available Funds	0.50	1.40
	<u>\$100.00</u>	<u>\$100.00</u>

As we adopted fiscal guidelines for FY91 and began the preparation of the Financial Plan, much different circumstances prevailed. Our personnel base had remained stable but tight at 794 positions; local receipts had been raised dramatically to a new high of \$21.7 million in FY90 — in many cases recovering the full cost of the service provided, and state aid had been drastically reduced in FY89 and FY90, with the prospect for a further cut in FY91. Given this lack of traditional options and flexibility, several new initiatives had to be undertaken, particularly in the area of fixed costs, in order to reduce the projected FY91 revenue deficit of \$7,492,837 to manageable proportions.

State Aid

For most of the last decade, state aid has been an essential element in balancing the budgets of Massachusetts communities. However, there has been a

sharp reversal of this trend over the past three years. Last July, in a manner which prompted the Town of Brookline to institute legal action, the state administration, on its own, impounded or otherwise withheld \$229 million in FY90 funds appropriated by the legislature for cities and towns. This was done well after the start of the fiscal year, and necessitated the calling of emergency town meetings throughout the state to reduce budgets. To distribute the reduction in the resolution aid portion of the cut, the administration ignored the long-standing distribution formula and disproportionately reduced aid to many communities, including Brookline. Brookline sustained a \$2 million, or 20% reduction, rather than a pro rata share of 11%.

This assault on local aid was in direct contravention to a longstanding, informal agreement whereby 40% of the state's revenue growth, supposed to be allocated to the local aid fund, is distributed to cities and towns. With this agreement, if revenues decline, both the state and municipalities suffer equally. Unfortunately, the administration has seen fit to raid the local aid fund to assist in balancing the state budget. Municipalities have already sustained 36% of the \$680 million in cuts from the budget that was passed by the legislature last summer. If another \$500 million were taken, as has been suggested, the unfairly heavy effect on municipalities would be even greater; they would be hit with 63% of all the state budget cuts in FY90. Brookline has taken the lead in supporting legislation which would prevent the Governor from taking an additional \$500 million from local aid in FY90. That legislation has been reported favorably by the Joint Committee on Taxation and is now in the Joint Ways and Means Committee.

With regard to FY91, the Governor's budget includes reductions of over \$100 million in local aid. Of this decrease, \$50.5 million would be cut from Chapter 70 education funds and additional assistance by a formula that has not been disclosed. The budget also shows a \$20 million reduction in lottery funds, as well as reductions in aid for roads, libraries, veterans' benefits, school transportation and school grants.

We have estimated that Brookline's FY91 local aid reduction would be about 5%, or \$552,685. The cherry sheet, which is the official notification of the estimated amount of state aid, will not be received for some time. Consequently, these estimates are subject to change. Given the state of affairs on Beacon Hill, the changes could be substantial.

Planning for FY91

The Selectmen's active involvement in the formulation of guidelines greatly assisted the Town Administrator in preparing the Financial Plan. Such policy direction is extremely important to the development of a comprehensive service program which reflects the relative

merits of the interests competing for our limited revenues.

• Service Priorities

The Board gave a great deal of attention to service priorities and determined that budget reductions should be made so that the least amount of service disruption occurs to the following areas, listed in priority order:

- * Public Safety
- * Education
 - Public Works
 - Parks
 - Highways
 - Engineering
 - Cultural and Leisure Services
 - Human Services
- * Equal Priority

Considering the magnitude of the deficit, it was clear that major service reductions would be unavoidable. These would necessarily include reductions in priority areas, such as police, fire, schools and parks. It was agreed that the ultimate goal and challenge for FY91 would be to minimize these service reductions to the maximum extent possible.

• Town-School Split

The town/school share of the revenue deficit was the subject of extensive discussions between the Selectmen's school budget subcommittee, consisting of Chairman Allen and Selectman Crowley and the School Committee's subcommittee. The Board and the Committee agreed to share in the FY91 budget deficit according to the following terms:

1. After subtracting agreed upon fixed cost increases, the deficit shall be split between the schools and town so that the schools will absorb one-third of the deficit and the town two-thirds.
2. The Board of Selectmen shares the concern of the School Committee that a budget reduction of more than \$4.5 million would have a disastrous impact on town and school services. With respect to the schools, one of our top priorities, a budget reduction of \$1.5 million would be so devastating that more than that amount is almost unthinkable. With respect to town departments, a reduction in excess of \$3 million would have equally disastrous results. Working within the budget process, the Board pledges to do everything within its power to see that budget cuts do not exceed those amounts. It should be noted, however, that the Board's success in reducing the deficit will depend in large measure upon the fate of local aid for FY91, a fate

which is very uncertain at this time.

3. Any additional town revenues will go to offset the deficit and cannot be used to offset the activities of any town department.
4. Through frequent, regular, open communications between the Board of Selectmen and the School Committee and their respective staffs, both parties will update each other as the budgets develop and as estimated revenues and expenses change.
5. In the unlikely event of a surplus, all additional revenues will be split 50-50 between the school and town.

• Actions Taken in FY90

In order to deal timely and effectively with our very difficult financial position, several austerity measures have already been implemented. Not only will substantial budget reductions be called for in FY91, but the elimination of nonessential FY90 expenditures is required as well. Accordingly, the following actions were voted by the Selectmen in December, 1989: 1) a freeze on all new hires, except new hires for the police and fire departments; 2) approval of overtime for emergency purposes only; 3) a freeze on funds for FY90 departmental capital equipment; and 4) a freeze on funds for FY90 capital projects and repairs to public buildings.

The possibility of further reductions in FY90 state aid underscores the importance of these expenditure controls. Our objective is to realize at least \$500,000 in savings from the strict application of these measures. At the present time we are holding open 38 positions with a value of \$1,056,439 in annual salaries. In addition, we are deferring several capital and repairs to public buildings projects. These actions are regrettable, but we have no alternative if we are to deal appropriately with the problems at hand.

• Retirement Incentive Program

Another initiative in the personnel area was the retirement incentive program, guidelines for which were adopted by the Selectmen on January 16. The objective of the program is to reduce the number of layoffs which may otherwise be required due to budget limitations by providing an incentive to eligible employees to consider retiring at this time. Another positive effect will be a reduction in unemployment compensation costs. By making these retirements effective before April, 1990, it was possible to fund the program through existing appropriations.

Under the terms of the retirement incentive program, an employee receives up to 30% of accumulated sick leave, with the minimum and maximum being \$5,000 and \$15,000. We deemed it important to tie this program to sick leave, which continues to be a problem in certain town departments. If a program such as this is

available to employees from time to time, it might encourage them to conserve their sick leave and leave town service with a sizable bonus.

Offsetting the Revenue Deficit

In order to offset the projected revenue deficit of \$7,492,837 and to present a balanced FY91 Financial Plan, it was recognized that a multi-faceted approach, with creative management solutions, would be necessary. As indicated in the agreement between the Selectmen and the School Committee, our goal was to reduce the deficit to \$4.5 million before budget cuts would be required. Steps taken to reach and surpass that goal included the following:

• Revenues

In light of a decline in new growth, state aid, free cash, and other available funds, our overall revenue position on February 15 showed an increase of \$303,509, an improvement of \$932,005 over our earlier estimate. Our difficulty in improving our local receipts position has been noted above; nonetheless, a concerted effort resulted in local receipts being projected at \$763,460 higher than budgeted for FY90. Major contributors to this improvement are: 1) parking and court fines — \$200,000; 2) residential refuse fee — which was proposed for an increase from \$150 to \$200 — \$219,351; and recreation fees, principally golf — \$123,000.

With regard to free cash, we were purposely cautious in February in estimating the amount that might be available on March 31 when our free cash certification is updated by the Department of Revenue. Our earlier projection in December, 1989 had carried free cash at zero but we felt confident that there would be at least \$500,000 available when the amount of delinquent taxes collected since July 1, 1989 was finally determined.

Last year, the Assessors returned surpluses in the tax abatement accounts for the years prior to FY85 totaling \$625,000. Following a review of the adequacy of the overlay reserves for 1985, 1986 and 1987, we determined that \$500,000 could be released as excess and thus used to offset FY91 appropriations.

• Fixed Costs

At the outset of our work on fixed cost increases, the prospect was indeed bleak. We had identified \$6,864,341 in fixed cost increases, of which \$3 million represented the estimated FY91 cost of collective bargaining. The following areas were accorded priority attention and show a marked improvement over the earlier figures as noted in parenthesis.

1. Pensions (\$723,912) — Following a meeting with the Commissioner of the Public Employment Retirement Administration (PERA) and transmittal of updated information on actual FY90 pension payments, actual

offsetting cost-of-living reimbursements from the state, and demographic data generally, the town's FY91 pension appropriation requirement was reduced to \$6,341,867, a savings of \$323,912. Additionally, it is recommended that \$400,000 be appropriated from the town's "Retirement-Past Service Liability Fund" which was originally established at the 1980 Annual Town Meeting and currently has a balance, including interest, of approximately \$2.9 million. Inasmuch as Brookline now has adopted the "full funding" provisions (as authorized under the Pension Reform Act of 1987) for meeting our actuarial obligations over the next forty years, it is not necessary to retain this additional voluntary reserve. An appropriation from the Retirement - Past Service Liability Fund of \$400,000 per year over the next five years should enable the town to level fund over the next forty years in accordance with an actuarially determined "full funding" schedule.

2. Group Health (\$676,059) — Our Blue Cross-Blue Shield claims experience has been exceptionally good over the last year. For the past few years, town employees participating in HMO programs have not been required to pay a share of HMO health care costs. Starting on July 1, 1990, HMO members will be contributing to the cost of the coverage. With the anticipated reduction in the town's permanent personnel complement, there will be a drop in group membership. These developments, plus the availability of a substantial claims reserve which can absorb some of the increased costs in FY91, are the principal reasons for the significant improvement in this area. A study is presently underway to determine if additional savings can be realized through renegotiation with the HMOs as to rates, and to explore other cost containment measures.

3. Collective Bargaining (\$538,280) — the sum of \$2,140,000 was included in the Plan to fund the third year of contracts with the teachers, police officers, and firefighters. In light of the negative outlook for state aid in FY91, and the substantial budget cuts in the school, police and fire departments, a modest appropriation of \$321,720 was recommended for those employee groups whose contracts expire on June 30, 1990, and for administrative personnel. That amount is sufficient to fund a salary adjustment of 2% in FY91.

4. Capital Improvements Program (\$681,521) — I worked closely with the Planning Director, the Planning Board, and the various town agencies in developing a six year capital improvements program which provides \$11,093,000 in projects to be funded on the tax levy and \$43,928,000 in projects to be bonded. This is in addition to water and sewer projects totalling \$11,600,000 which would be funded through user charges, and projects that are financed through CDBG, other federal or state grants, or private sources — \$5,416,000. The total of the six year program is \$72,037,000. Among the major

capital projects proposed during the six year period are several urgent and long-deferred ones, including the Lincoln School, the Highway Garage, Fire Station renovations, and High School improvements.

A well-balanced capital program requires that a certain amount of general fund revenues be appropriated annually to assist in capital improvement financing. Twelve years ago the town was appropriating over \$1 million annually on the tax levy for projects such as the replacement of fire equipment, park and playground improvements, and street rehabilitation. From FY79 - FY85 the appropriation for projects of this type averaged \$285,849, virtually a moratorium. In recognition of the growing backlog of capital projects, substantially larger amounts were appropriated in subsequent years. Unfortunately, the fiscal crisis now facing the town necessitated a severe cutback in tax-levy financed capital projects. Therefore, only the most urgent items were recommended for FY91: mandated underground tank testing, plans for the Main Library roof and for boilers at Devotion and Baker Schools, and limited funds for street sealing and sidewalk repair, all totalling only \$135,000. Because of the continuing backlog, tax levy expenditures are projected by the Planning Board at slightly over \$2 million per year from FY92 through FY96, a reasonable amount compared with the town's total budget, but very difficult to handle without increased revenue. The town may have to consider excluding some of these capital projects from the Proposition 2 1/2 revenue limits.

Our appropriation for debt service in FY91 is \$3,934,918. New items to be bonded include a package of urgent items (fire engine, swimming pool dehumidifier, and school asbestos removal) for a total of \$534,000; waterline improvements totalling \$4,800,000, with debt service fully covered by the water fees; and three important items recommended for debt exclusion — Fire Station plans and renovations (Stations #1, #2, #7) for \$3,780,000, Driscoll School gym renovation for \$425,000, and Warren Field renovations for \$531,000.

The town's debt service has increased \$929,567 from FY90 to FY91 because of recently issued debt, primarily for the High School science labs and the Pierce School waterproofing. Because of the extensive capital needs of the town, the projected debt service will rise rapidly and average \$10 million annually for the last four years of the capital improvements program. Unfortunately, the town cannot afford this level of debt service while maintaining the traditional essential services with the current limitations on the tax levy.

Many communities have turned to debt exclusion as a means of carrying out much needed and long deferred capital projects while maintaining as many of their usual services as possible under Proposition 2 1/2. They have

found that the debt exclusion procedure is a valuable tool to employ when faced with the customary trade-off of jobs and services vs. the capital improvements program. Clearly, debt exclusion would be most applicable to the major projects proposed in the FY91-FY96 capital improvements program. Those major projects proposed for debt exclusion would account for virtually all of the increase shown on the debt service chart for "Other Proposed Projects".

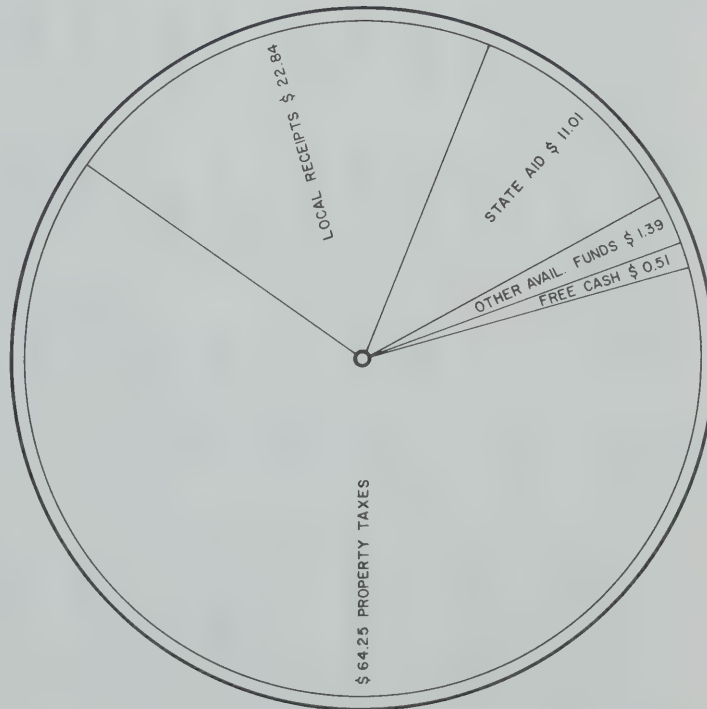
5. Miscellaneous (\$129,524) — On further analysis, we were able to reduce our earlier estimates for workers' compensation (\$10,000), medical disabilities

(\$40,000), medicare coverage (\$25,000), Information Services and General Services (\$35,629), and state and county charges (\$18,895).

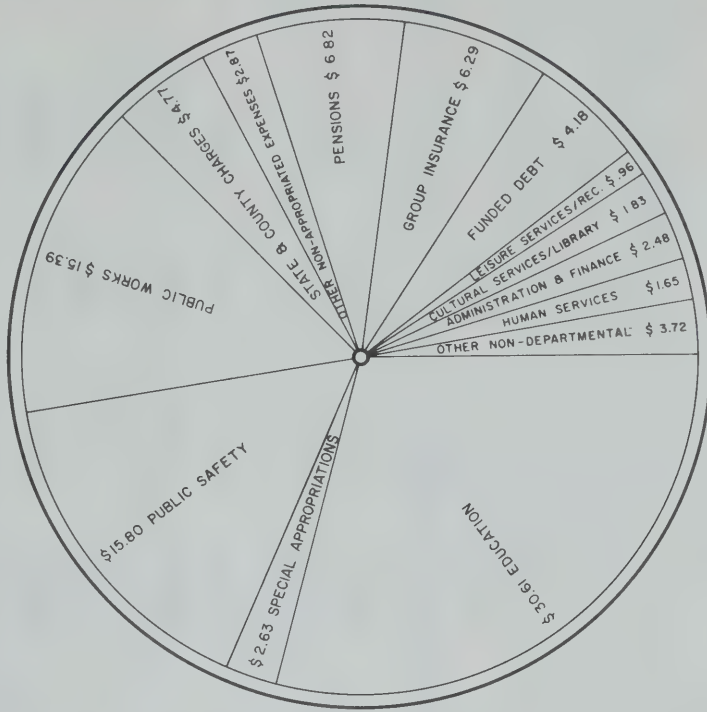
This intensive effort in the areas of revenue enhancement and fixed costs resulted in a reduction of \$3,799,762 in our projected revenue deficit. We were able to bring our deficit to a point well below our original goal of \$4.5 million. As we began to make operating budget reductions, the deficit stood at \$3,693,075. On the basis of a 2/3-1/3 split, the town's share was \$2,462,050 and the school's share was \$1,231,025.

TOWN OF BROOKLINE
FY 91 PROGRAM BUDGET
\$98,554,387

HOW EACH \$100 WILL BE RECEIVED



HOW EACH \$100 WILL BE EXPENDED

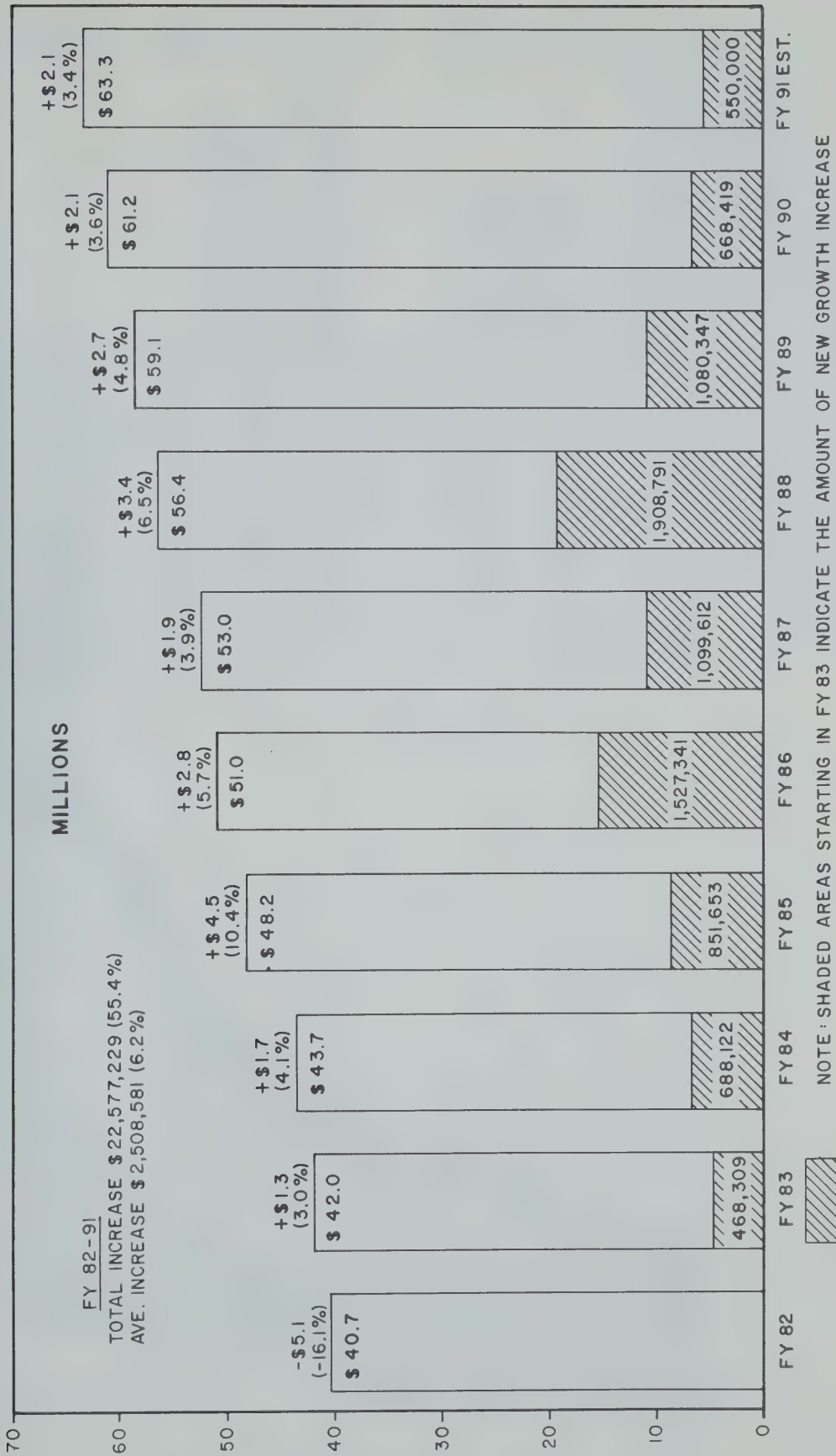


TOTAL REVENUES

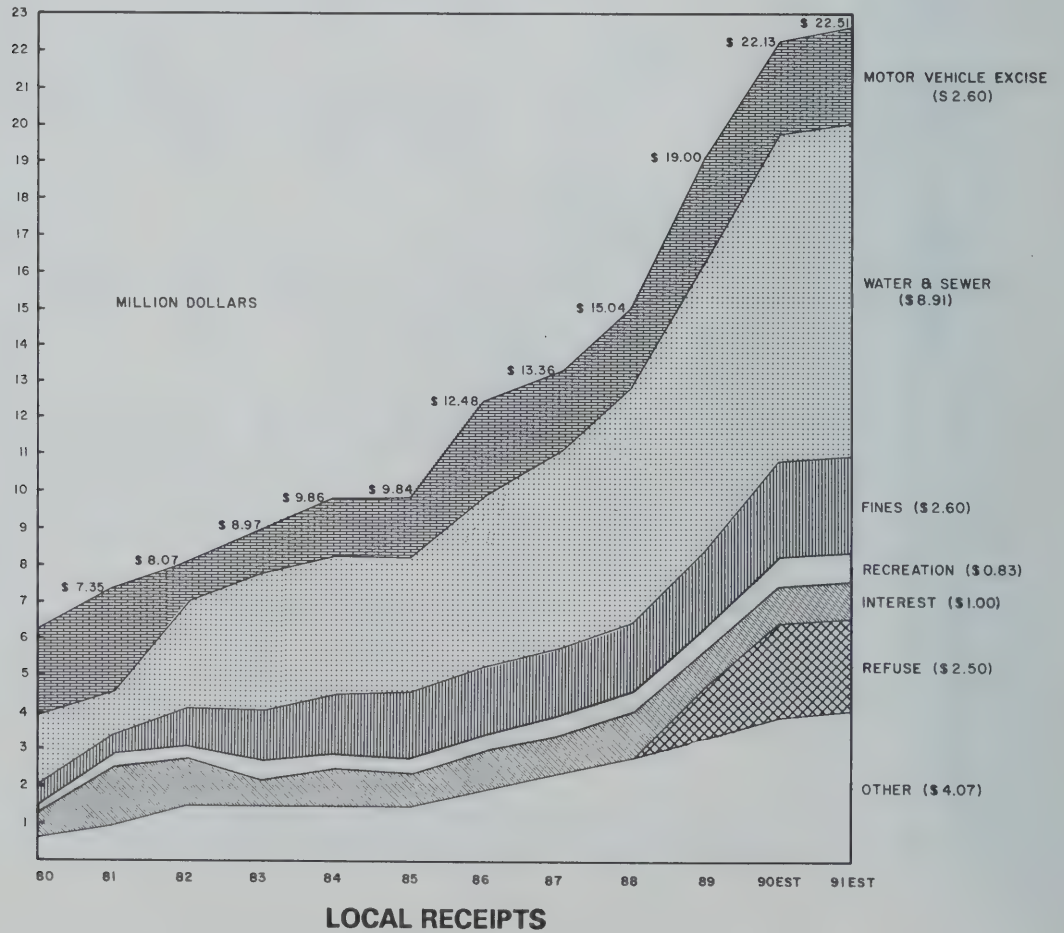
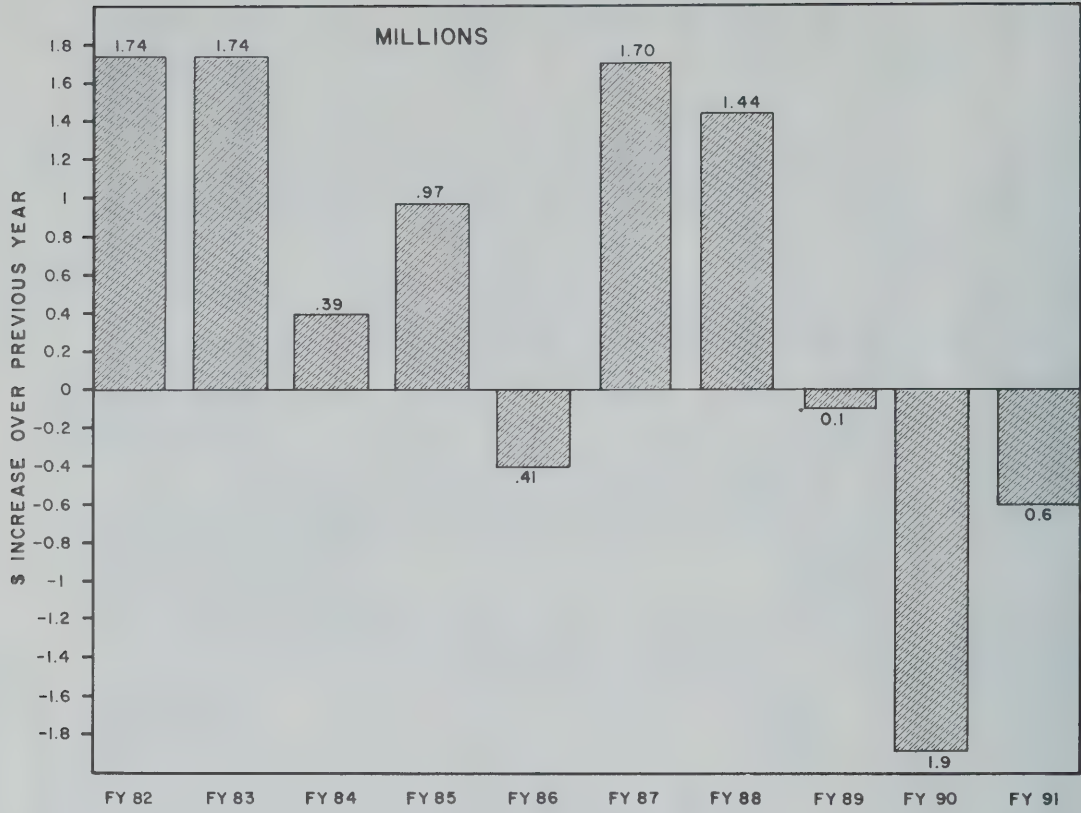
\$ (millions)
% of total

REVENUE SOURCE	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90 (EST)	FY91 (EST)
Property Taxes	\$42.0 (64.7%)	\$43.7 (66.1%)	\$48.2 (66.0%)	\$51.0 (67.5%)	\$53.0 (64.4%)	\$56.4 (64.6%)	\$59.1 (64.0%)	\$61.2 (62.4%)	\$63.3 (64.3%)
Local Receipts	\$9.0 (13.8%)	\$9.9 (14.9%)	\$9.8 (13.5%)	\$12.5 (16.5%)	\$13.4 (16.2%)	\$15.1 (17.2%)	\$19.0 (20.6%)	\$21.8 (22.1%)	\$22.5 (22.8%)
State Aid	\$9.1 (14.0%)	\$9.5 (14.4%)	\$10.6 (14.5%)	\$10.3 (13.6%)	\$12.6 (15.3%)	\$13.7 (15.7%)	\$13.5 (14.6%)	\$11.4 (11.6%)	\$10.9 (11.0%)
Free Cash	\$3.4 (5.3%)	\$1.5 (2.4%)	\$2.9 (4.0%)	\$0.2 (0.3%)	\$2.4 (3.0%)	\$1.4 (1.6%)	\$0.0 (0.0%)	\$2.0 (2.0%)	\$0.5 (0.5%)
Federal Revenue Sh.	\$0.9 (1.4%)	\$1.0 (1.4%)	\$1.0 (1.3%)	\$1.0 (1.4%)	\$0.2 (0.2%)	\$0.1 (0.1%)	\$0.0 (0.0%)	\$0.0 (0.0%)	\$0.0 (0.0%)
Other Available Funds	\$0.5 (0.8%)	\$0.5 (0.8%)	\$0.6 (0.7%)	\$0.5 (0.7%)	\$0.7 (0.9%)	\$0.7 (0.8%)	\$0.7 (0.8%)	\$1.9 (1.9%)	\$1.4 (1.4%)
TOTAL REVENUES	\$64.9	\$66.1	\$73.1	\$75.5	\$82.3	\$87.4	\$92.3	\$98.3	\$98.6

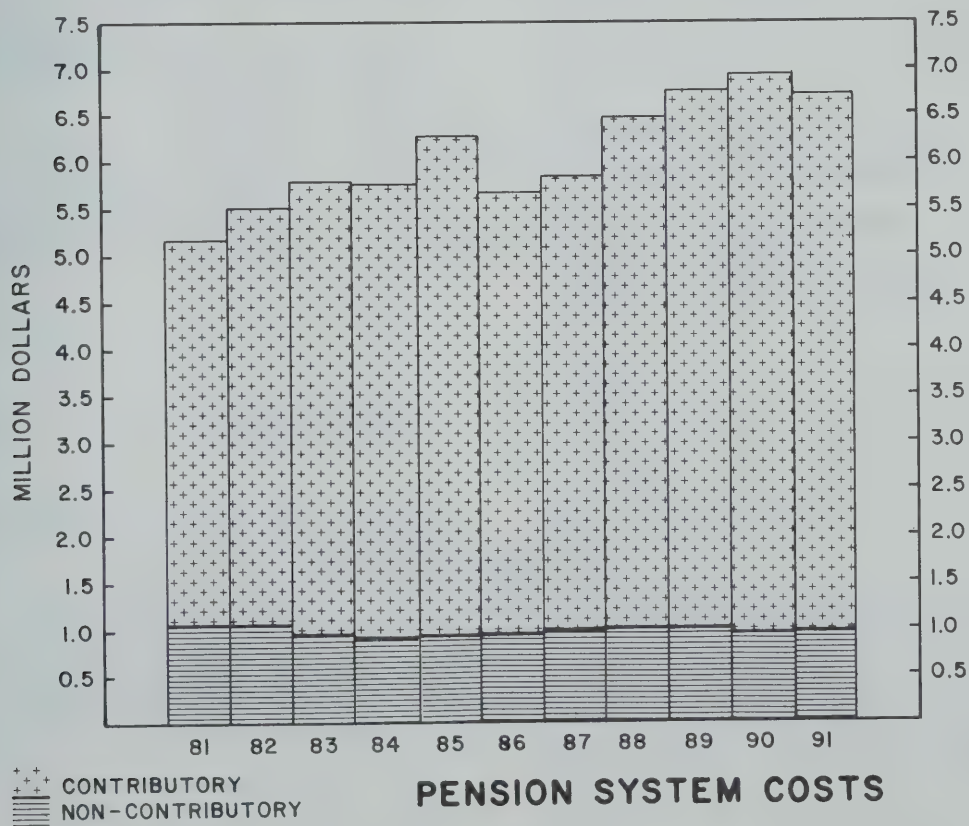
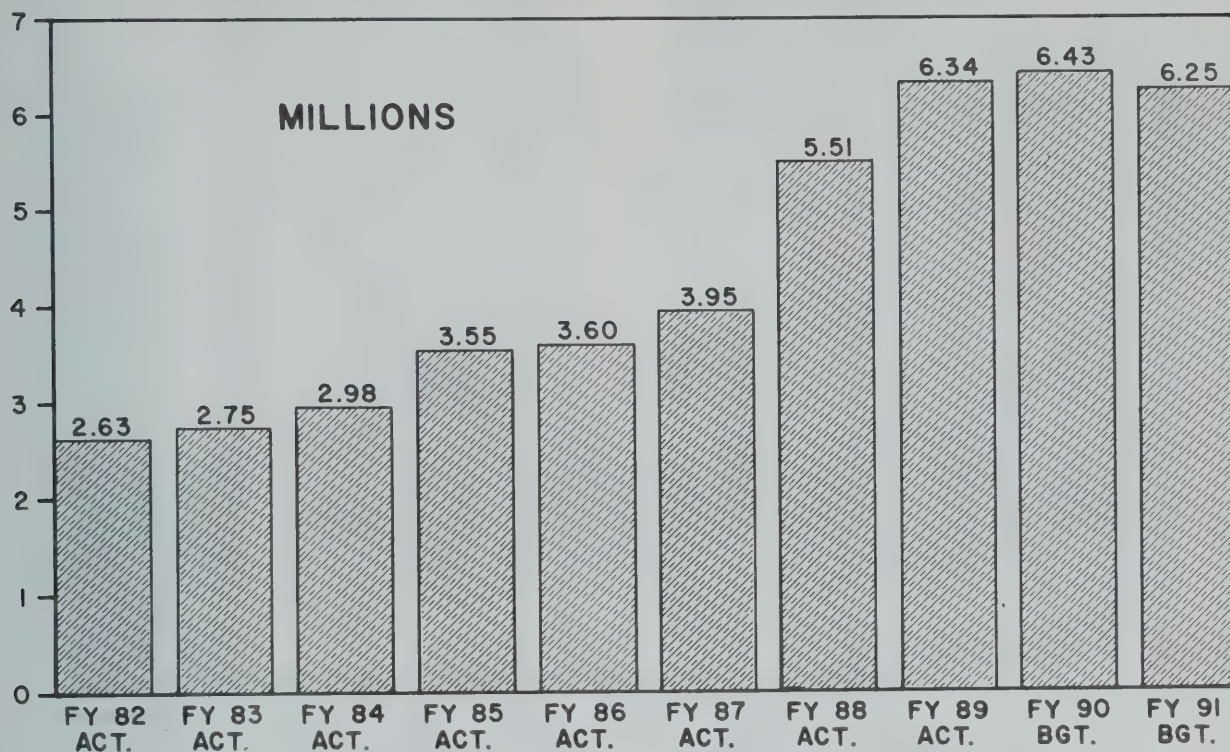
PROPERTY TAX LEVY FY 82 - 91

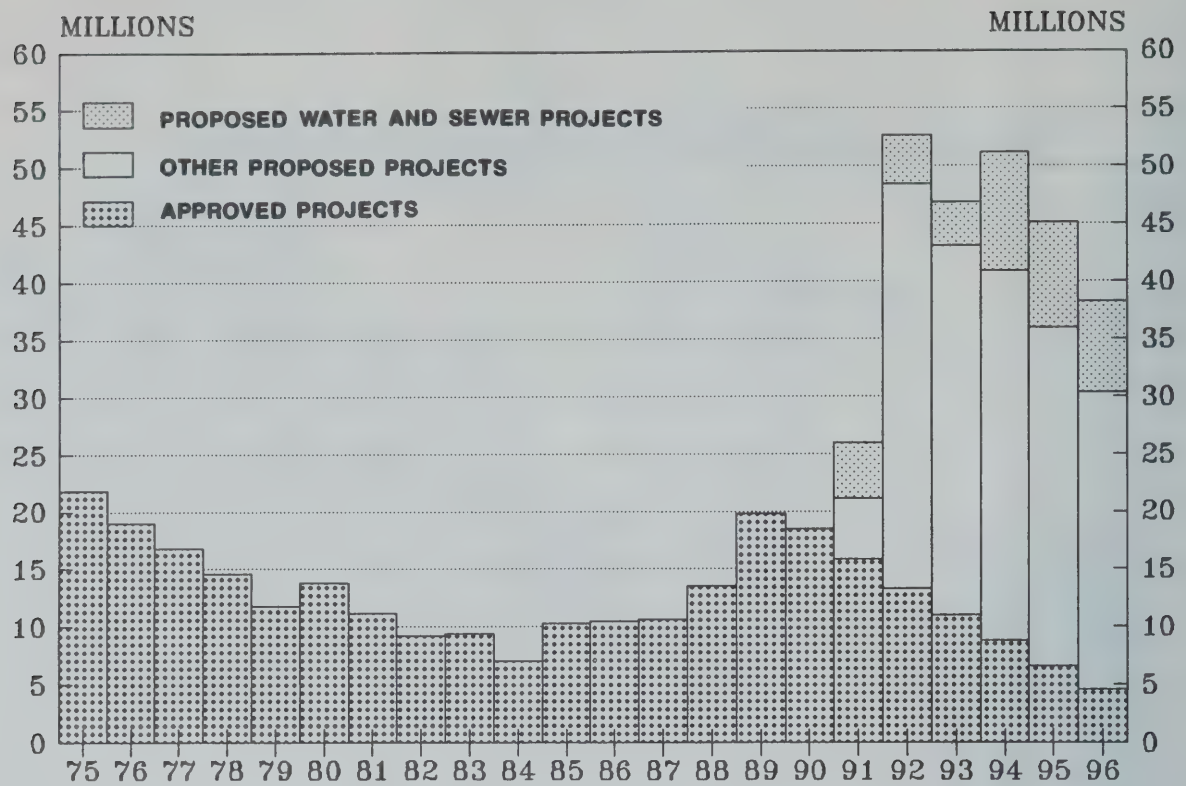


STATE AID (YEAR TO YEAR INCREASES)

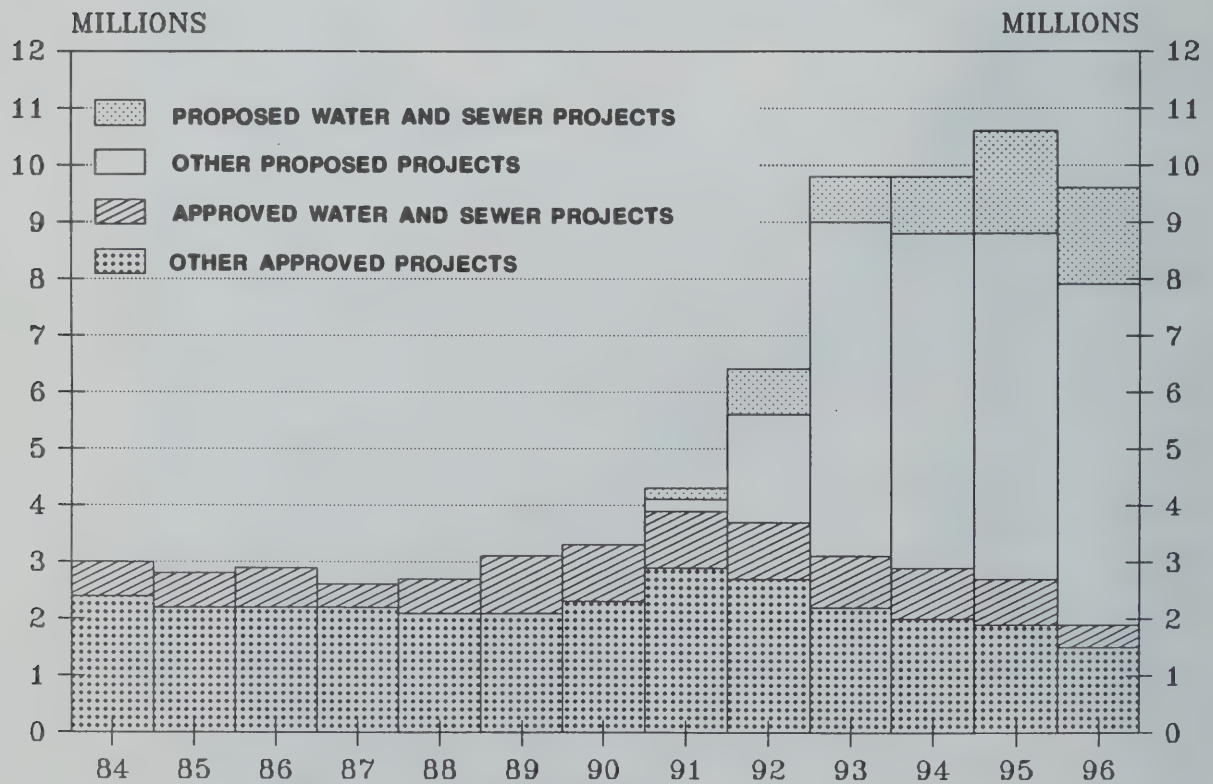


GROUP INSURANCE EXPENDITURES





TOTAL OUTSTANDING DEBT (as of June 30 of each year)



DEBT SERVICE

• Operating Budgets

The Selectmen's guidelines to the Town Administrator provided that "departmental budgets shall be pared to the absolute minimum necessary to provide essential services. The best possible 'balance of cuts' will be sought in the effort to achieve a substantial reduction from FY90 operating budget levels. The result shall be a 'bare bones', extremely tight budget."

At the outset, it was recognized that the administration and finance departments could not sustain deep budget cuts because they function in a supportive capacity for all other town departments. Another factor which had to be borne in mind was the amount of revenue generated by certain town departments, notably police, public works, building, rent control, recreation, selectmen's office, and transportation. Of the town's FY90 operating budget of \$40,208,389 excluding schools, these and a few other departments bring in \$17,877,731 or 47.4% of the budget. Unlike the situation which prevailed in 1981, we had to be careful to effect reductions which would not hamper these departments from a revenue standpoint.

In addition to adhering to the Selectmen's budget priorities which have been noted earlier, the proportion of the overall budget which is allocated to each program category of departments had to be taken into account. These proportions are as follows:

Administration & Finance	\$ 2,432,548	2.7%
Public Safety	16,559,067	18.36%
Public Works	16,134,409	17.88%
Library	1,996,104	2.21%
Recreation	1,091,762	1.21%
Human Services	1,742,541	1.93%
Non-departmental	19,835,903	21.99%
School	30,422,713	33.72%
Total	\$90,215,047	100.00%

The following are the major discretionary budget reductions which were reflected in the Financial Plan:

Police — \$356,484; eight patrol officer positions were removed from the department's table of organization and all capital equipment, with the exception of eight patrol cars and communications equipment, was eliminated.

Fire — \$498,484; a fire company, consisting of fourteen positions (ten firefighters, three lieutenants and one captain), was eliminated.

Public Works — \$840,148; this reduction resulted in the loss of thirteen permanent and four seasonal positions, as well as \$380,620 in capital equipment. The parks division was accorded priority with respect to

personnel reductions. Funds were added to the snow removal contractual account to partially offset the loss of jobs.

Building — \$203,451; regrettably, we had to reduce the budget for repairs to public buildings by \$128,339. Only essential and/or emergency projects at two fire stations, the main library, and the Soule Recreation Center, were approved. One building inspector position, currently vacant, was removed from the table of organization.

Library — \$185,923; the Town Librarian estimated that the effect of this substantial dollar reduction could be a loss of at least thirty hours of library service per week systemwide. Four staff positions and a houseworker slot were eliminated, as well as \$14,710 in page hours. The book budget was reduced by \$29,229, approximately 10% of the FY90 appropriation.

Recreation — \$120,862; three positions (one recreation leader, one assistant recreation leader, and one swimming pool attendant) were eliminated, with a dollar value of \$76,710. In addition, \$34,821 in part-time salaries was eliminated, primarily by having full-time staff take over some of their functions. The CD Youth Employment Program will now be administered by the Recreation Department.

Health — \$81,233; the basic inspection staff remained intact, but two positions, a senior clerk-typist and a houseworker, were removed from the table of organization. Also, the time of the coordinator of community health services was reduced by four hours/week. Reduced staffing was proposed for the inspection and the licensing of day care facilities, and the dental screening services were eliminated. The mental health budget was reduced by \$13,529.

Schools — \$1,231,025; the details of the reductions in the School budget are included in the Superintendent of Schools' March 8, 1990 memorandum to the School Committee. The reductions affected the following areas: portions of the elementary music and industrial arts programs; professional development; curriculum development; curriculum supervision; equipment, supplies, and maintenance; and technology.

In summary, the town operating budgets reflected a loss of forty-eight permanent full-time positions with an annual dollar value of \$1,399,149, plus a substantial cost in fringe benefits. Very little capital equipment was proposed to be purchased, \$164,784 vs. \$709,545 in FY90, and there was a virtual moratorium on repairs to public buildings. Small items like dues, subscriptions, educational courses and travel were taken out of all budgets. The only heartening development was the expectation that there would be no more than 15-20 layoffs in town departments.

Revenue Update - Budget Restorations

At the conclusion of the Selectmen's budget reviews on March 27, the Town Administrator presented a revenue update which led to several important budget restorations. In addition to an improvement of \$350,000 in local receipts, chiefly attributable to an increase in the amount of parking fines collected, there was a substantial improvement in the town's free cash position. Subject to final verification by the Comptroller and the updated certification of free cash as of March 31, 1990 by the Department of Revenue, free cash was estimated at about \$1.9 million rather than \$500,000, the earlier projection. This was due to the collection of approximately \$1.7 million in prior years' real estate taxes between July 1, 1989 and March 21, 1990. Prior to voting budget restorations, the Selectmen decided not to increase the refuse collection fee from \$150 per dwelling unit per year to \$200 per dwelling unit per year, thus reducing local receipts by \$500,000.

With this additional revenue, plus the anticipated savings from contracting out golf course maintenance, street sweeping, and catch basin cleaning, and from budget reductions in the areas of non-contributory pensions, unemployment compensation, and veterans services, the Selectmen voted to approve an amended Financial Plan for FY91 which included the following restorations:

SCHOOLS	\$372,864
POLICE	
8 Patrol Officers	292,608
FIRE DEPARTMENT	
5 Firefighters	147,825
Funds to avert demotions	25,000
PUBLIC WORKS	
2 Parks Laborers	44,860
4 Seasonal Parks Laborers	37,888
BUILDING	
Repairs to Public Buildings	119,475
LIBRARY	
Staff Position	25,000
Cataloging Services Consortium	25,000
HEALTH	
Dental Screening	11,873
Day Care	11,000
Mental Health	13,529
ASSESSORS	
Contractual Oversight - Revaluation	25,000
COUNCIL ON AGING	
Part Time Counselor	11,867
Community Aides	9,362
TRANSPORTATION	
Coop Student	20,000

RETIREMENT SYSTEM

Dues	1,900
CAPITAL IMPROVEMENTS PROGRAM	
Streets	50,000
Reservoir Park	100,000
Tennis Courts	100,000
COLLECTIVE BARGAINING @ 4%	138,282
	\$1,583,333

Privatization

Given the sharp downturn in our revenue projections and the long-term outlook which seems to confirm that this will be a continuing problem, privatization for service delivery is an alternative whose time has come. Most observers believe that privatization will represent a primary tool to provide local government services and facilities in the next decade. Cost savings are the main reason for privatizing service and facilities but not the only reason. Many governments privatize services because they do not have the staff or facilities to provide the needed services and find privatization a more effective way of doing so than to hire staff or acquire facilities. Services most frequently contracted out in the last five years have been solid waste collection or disposal and building or grounds maintenance and service.

Earlier this year when the Town Administrator recommended and the Selectmen authorized the solicitation of proposals for contracting out several town services, I noted that there could be sizable spill-over effects in terms of group health, pension costs, and workers' compensation, to say nothing of the impact on policy decisions relating to the construction of new facilities. We proceeded to accept bids for refuse collection and disposal, catch basin cleaning, golf course maintenance, street cleaning, park maintenance, and police car maintenance. After carefully considering the proposals received and discussing all of the ramifications with the Commissioner of Public Works, I recommended that the town privatize the following three activities: golf course maintenance; street sweeping, and catch basin cleaning.

While the proposals submitted for park maintenance were attractive, I felt it was important to move to privatization on a selective and staged basis, having due regard for the cost savings involved, the desires of a demanding public, the impact on related town services such as snow removal, and good employee relations. The three services selected are ideal for contracting out. Aside from the initial budget cost savings, the advantages include substantial long-term savings for the town in the fringe benefit areas noted above. The experience

of other cities and towns which have privatized these services has been positive.

The Selectmen have voted to award a one-year contract for the upkeep of the Putterham Meadows Golf Course to Arello, Inc. of Holden, and tentatively decided to contract out street sweeping and catch basin cleaning subject to the results of impact bargaining. This was a most productive exercise, and we plan to revisit other town services in the future to see if it would be advisable to solicit proposals. It may be desirable in the park maintenance area, for example, to contract out a few parks at a time to afford a comparison with the present maintenance program. Such a competitive system has been effective in other communities.

Long Term Fiscal Outlook

In developing the FY91 Financial Plan, we attempted to look ahead and estimate our revenues and expenditures over the next five years. These projections will, of course, have to be modified as events unfold, but we think they are reasonable for fiscal planning purposes. On the revenue side, we anticipate the following developments:

- Revenues are expected to increase between 2.6 and 3.2 million, or approximately 2.6% each year.
- New growth on the tax levy resulting from building and condominium conversions is expected to decline and amount to approximately \$500,000 per year.
- State Aid is estimated to remain level over the next several years at the FY91 estimated amount of \$10.85 million.
- Local receipts are expected to increase about \$500,000 or 2.2% annually.
- Free cash is expected to increase from the original FY91 estimated amount of \$500,000 to \$1,500,000 in FY92 and remain at that level thereafter.
- Other available funds are expected to drop \$350,000 in FY92 when it is assumed there will be no tax abatement overlay surpluses available. Thereafter, revenues will remain level.

The expenditure estimates include the following factors:

- Group health insurance costs are increased an average of 10% each year.
- Pension costs are increased \$400,000 each year and other personnel benefits, such as workers' compensation and medicare, are increased 10%. FY92 includes a reduction of \$200,000 in unemployment costs from its one-time high in FY91.
- Other fixed costs, including special education, bilingual education, transportation, solid waste disposal, energy, etc., are increased 5% each year from the current average increase of \$1,250,000.
- To arrive at the bottom line deficit, no discretionary budget changes are made in future years.
- Tax-financed capital improvements is increased \$565,000 to a total of \$700,000 and then maintained at that level thereafter.
- The projected debt financed CIP is increased by 5% each year.
- Non-appropriated expenses, including state and county assessments, increased 2.5%, and tax abatement overlay reserves increased 3% with an extra \$100,000 increase in the revaluation year of FY94. FY92 includes a reduction of \$190,000 in revenue deficits and court judgments.
- Collective bargaining is increased consistent with the anticipated rate of inflation.

The cumulative total of our long-range revenue and expenditure estimates reflects a deficit of \$18,260,823. While we have been conservative in our revenue estimates, the prospect of a continuing substantial deficit position makes it imperative that we intensify our efforts to cope with what appears to be a long-term period of retrenchment. As we demonstrated this year, we can take advantage of the situation by improving productivity, privatizing additional services, and by reevaluating the need for, or at least the level of, services ordinarily taken for granted. The growing perception of scarce resources can bring a climate of creative change.

LONG RANGE PROJECTION OF INCREMENTAL REVENUES AND EXPENDITURES

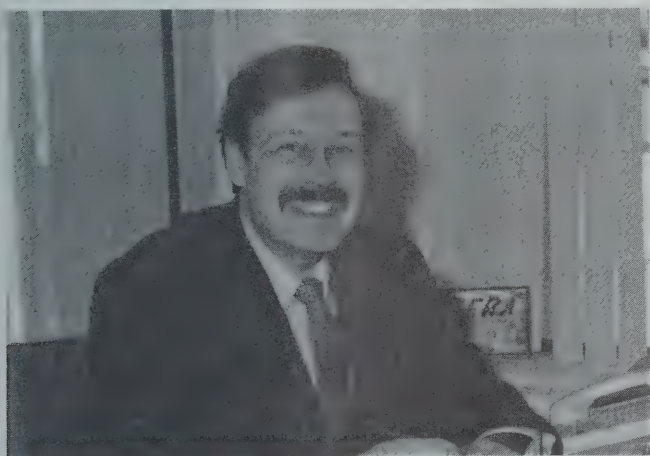
	FY91	FY92	FY93	FY94	FY95	FY96	CUMULATIVE TOTAL
REVENUES							
Property Taxes- New Growth	\$550,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,050,000
Property Taxes- Base	\$1,538,364	\$1,583,086	\$1,635,163	\$1,688,542	\$1,743,256	\$1,799,337	\$9,987,748
State Aid	(\$552,685)	\$0	\$0	\$0	\$0	\$0	(\$552,685)
Local Receipts	\$763,460	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,263,460
Free Cash	(\$1,493,526)	\$1,000,000	\$0	\$0	\$0	\$0	(\$493,526)
Other Available Funds	(\$502,104)	(\$350,000)	\$0	\$0	\$0	\$0	(\$852,104)
Total Revenue	\$303,509	\$3,233,086	\$2,635,163	\$2,688,542	\$2,743,256	\$2,799,337	\$14,402,893
EXPENSES							
Group Health	(\$176,059)	\$675,000	\$743,000	\$817,000	\$900,000	\$990,000	\$3,948,941
Other Personnel Benefits	\$338,033	\$425,000	\$538,000	\$552,000	\$566,000	\$583,000	\$3,002,033
Other Fixed Costs	\$1,084,420	\$1,250,000	\$1,312,500	\$1,378,125	\$1,447,031	\$1,519,383	\$7,991,459
Discretionary Budget Changes	(\$3,693,075)	\$0	\$0	\$0	\$0	\$0	(\$3,693,075)
Tax- Financed CIP	(\$630,105)	\$565,000	\$35,000	\$36,750	\$38,588	\$40,517	\$85,750
Debt Service	\$658,584	\$200,000	\$210,000	\$220,500	\$231,525	\$243,100	\$1,763,709
Non- Appropriated Expenses	\$259,991	(\$127,562)	\$169,660	\$277,216	\$85,123	\$193,395	\$857,823
Collective Bargaining	\$2,461,720	\$2,940,000	\$3,087,000	\$3,241,350	\$3,403,418	\$3,573,588	\$18,707,076
Total Expenses	\$303,509	\$5,927,438	\$6,095,160	\$6,522,941	\$6,671,685	\$7,142,983	\$32,663,716
SURPLUS (DEFICIT)	\$0	(\$2,694,352)	(\$3,459,997)	(\$3,834,399)	(\$3,928,429)	(\$4,343,646)	(\$18,280,823)

Department Head Appointments

I am pleased to report that Brookline continues to attract a high calibre of candidates for department head positions. In April, Dr. Matthew Pantera was selected from a group of thirty-five applicants to fill the position of Director of Recreation. Dr. Pantera came to Brookline after sixteen years as Director of Recreation in the Town of Weston where he garnered excellent experience and developed a department which was rated among the top four in the country. An interesting aspect of Weston's well-balanced program is that it is almost totally funded by user fees, a goal of our Recreation Department in FY91. Dr. Pantera has already demonstrated professional skills of a high order which, coupled with great

drive and unbounded enthusiasm, ensure a successful and productive career for him in Brookline.

In November, the Town Administrator was pleased to recommend the appointment of Suzanne E.K. Smith as Director of the Rent Control Board. Ms. Smith possesses strong administrative and management skills, enhanced by personal qualities of fairness and integrity. She is providing leadership and motivation to a hard-working staff which, under her direction, has made a striking reduction in the backlog of cases. In my judgment, Ms. Smith was the ideal candidate to build on the progress of the past two years, and help the Rent Control Board to move out of the business of simply "churning out cases" and devote more time to long-range planning and the total regulatory process.

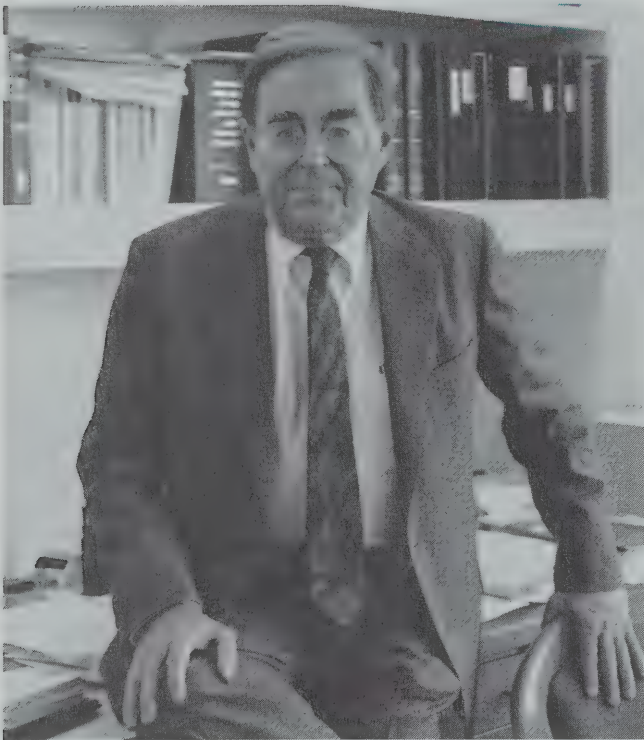


Dr. Matthew Pantera



Suzanne Smith

TOWN MODERATOR



Town Moderator Carl M. Sapers

I am deeply troubled by the incursions into the historic power of the town meeting to establish the budget for the town. First it was excessive meddling at the state level when our state government mandated programs to be paid for by the cities and towns which increasingly eroded the town's discretion with respect to its own budget. Proposition 2-1/2 was only a culminating event in this regard. As matters stand, we are largely helpless with respect to the incursions made by the state government in the people's control of their municipal budget.

But we are not helpless with respect to substantial incursions in the process made by the executive branch of town government. The responsibility for framing the town budget and moving the vote at the annual town meeting is by statute the Advisory Committee's. That Committee, appointed by the Moderator largely from elected town meeting members, acts, in this respect, as the Ways and Means Committee for the whole town meeting. It is, of course, the town meeting itself which votes the budget. In doing so, it carries on the hoary tradition of the legislative body controlling the amount which the executive branch may spend. Obviously, the Advisory Committee and the town meeting must be informed by the executive branch of the government; and it is entirely appropriate for the executive branch to lobby both groups to win favorable disposition of the

expenditures which it proposes to make.

But the control of the process vests in the legislative body of the town, the town meeting. I remind my fellow citizens of this important part of the structure of our municipal government because over the last few years I have not been content with the clarity with which the executive branch of our government has disclosed financial affairs to the legislative branch. In particular, the Advisory Committee has for the past few years groped in near darkness trying to ascertain the extent of revenue available to the town in order to make sensible choices as to how the available revenue should be spent. Invariably, new revenues appear after the Advisory Committee has put together its budget — in some sense like manna from heaven.

Of course, last year the opposite occurred, and it turned out to be a bitter herb; the executive branch had mistakenly overstated revenues for the prior year by a substantial amount.

This then is a plea to all of my colleagues in Brookline town government to work together to make the budget process more reliable and to ensure that the Advisory Committee and the town meeting have the tools with which to choose among the competing demands for expenditures and to produce a budget which reflects a considerate legislative process.

TOWN MEETINGS

Highlights

1989 ANNUAL TOWN MEETING

May 23, 1989

Moderator Carl M. Sapers called to order the Annual Town Meeting on Tuesday, May 23, 1989 at 7:30 P.M. There were fifty-three articles contained in the Warrant of the Annual Town Meeting. The meeting was dissolved at 11:06 P.M. on June 12, 1989.

SPECIAL TOWN MEETING

May 23, 1989

A three article Special Town Meeting scheduled for 8:30 P.M. on Tuesday, May 23, 1989 was dissolved at 11:20 P.M. on Monday, June 12, 1989.

SPECIAL TOWN MEETING

September 11, 1989

A two article Special Town Meeting scheduled for 7:30 P.M. on Monday, September 11, 1989 was dissolved at 9:55 P.M. on Wednesday, September 13, 1989.

SPECIAL TOWN MEETING

November 14, 1989

A seventeen article Special Town Meeting scheduled for 7:30 P.M. on Tuesday, November 14, 1989 was dissolved at 10:55 P.M.

Summary of Actions Taken

ANNUAL TOWN MEETING MAY 23, 1989

ARTICLE 1. Measures of Wood and Bark appointment of. It was passed by a Unanimous Vote that the number of measurers of Wood and Bark be two.

ARTICLE 2. Temporary Borrowing. It was passed by a Majority Vote to borrow money from time to time.

ARTICLE 3. Classification of Pay Plans, amendments. Favorable Action was taken by a Unanimous Vote.

ARTICLE 4. Authorization to the Town Treasurer to enter into compensating balance agreements. Favorable Action was taken by a Unanimous Vote.

ARTICLE 5. Special appropriation, closeout of unencumbered balances. No action was taken on this Article.

ARTICLE 6. Authorize the Board of Selectmen to continue the solid waste collection and disposal fee (Selectmen). Favorable Action was taken by a Counted Vote.

ARTICLE 7. Requires that all rubbish collection fees be refunded to the payees (Petition of Shepard Spunt et al). No Action was taken on this Article.

ARTICLE 8. Annual Appropriation Article. Voted to adopt an operating budget of 90,898,116 for Fiscal Year 1990.

ARTICLE 9. Appropriate \$45,000 for a feasibility study for consolidating fire stations 1 and 2 (Selectmen). No Action was taken under this Article.

ARTICLE 10. Appoint a Moderator's Committee to study the feasibility of consolidating and/or repairing the Town's fire station (Petition of David Feingold et al). It was voted that a Committee be convened by the Board of Selectmen to study the matter.

ARTICLE 11. Appropriate \$300,000 for the renovation of Clark Playground (Petition of James Duggan et al). No Action was taken under this Article.

ARTICLE 12. Appropriate \$5,000 for traffic study within Precinct 5 (Petition of James Duggan et al). No Action was taken under this Article.

ARTICLE 13. Appropriate \$5,000 for feasibility study for the renovation of Robinson Playground (Petition of James Duggan et al). No Action was taken under this Article.

ARTICLE 14. Appropriate \$50,000 to study the environmental and other conditions of the Highway Garage site and facilities at Cypress Street (Petition of James Dugan et al). No Action was taken under this Article.

ARTICLE 15. Establish a committee to appropriate funds for a feasibility study for an underground

parking facility in Coolidge Corner (Petition of Shepard Spunt et al). The subject matter was referred to the Selectmen's Economic Advisory Committee.

ARTICLE 16. Amendment to the Fire Department fee schedule (Fire Chief). Favorable Action was taken.

ARTICLE 17. Amendment to Town By-Laws-Article XXIII-A, Section 10 — To authorize the Board of Selectmen to set the certificate fees (Preservation Commission). Favorable Action was taken by a Counted Vote.

ARTICLE 18. Acceptance of pension reform law options (Selectmen). Favorable Action was taken.

ARTICLE 19. Legislation to authorize Transportation Board to set parking fines irrespective of state limits (Selectmen). Favorable Action was taken.

ARTICLE 20. Legislation to authorize the Town to set all local fees and charges irrespective of state limits (Selectmen). Favorable Action was taken.

ARTICLE 21. Legislation to increase property tax exemptions (Selectmen). Favorable Action was taken by a Counted Vote.

ARTICLE 22. Legislation to amend Chapter 270 of the Acts of 1985 relative to the recruitment and appointment of town department heads (Selectmen). Favorable Action was taken as revised.

ARTICLE 23. Amendment to Town By-Laws-Article XIX, Section 40 — To provide for mandatory newspaper recycling (Public Works Commissioner). No Action was taken under this Article.

ARTICLE 24. Amendment to Town Bylaws relative to water emergencies (Public Works Commissioner). Favorable Action was taken as Amended.

ARTICLE 25. Amendment to Town Bylaws — Article XXXII — To regulate water backflow and cross connections (Public Works Commissioner). Favorable Action was taken.

ARTICLE 26. By-Law to establish Commission on the Status of Women (Selectmen). Favorable Action was taken as amended.

ARTICLE 27. Amendment to Town Bylaws to allow for self service gasoline stations (Petition of Ronny Sydney et al). No Action was taken under this Article.

ARTICLE 28. Abandon a sewer/drain easement at 111 Cypress Street (Public Works Commissioner). Favorable Action was taken.

ARTICLE 29. Legislation to permit total revenues to increase upon removal of rent controls on individual units (Selectmen). No Action was taken under this Article.

ARTICLE 30. Legislation to allow the Town to establish a fee upon the removal of rent controls

from rental units (Selectmen). No Action was taken under this Article.

ARTICLE 31. Legislation to classify certain rental units as commercial property (Petition of Natalie Zuckerman et al). No Action was taken under this Article.

ARTICLE 32. Amendment to Town Bylaws — Articles 38 and 39 — Allows for conversion of certain buildings which began conversion to condominiums on or before June 30, 1987 (Selectmen). Favorable Action was taken.

ARTICLE 33. Amendment to Town Bylaws — Articles 38 and 39 — Extends rent control exemption to previously owner-occupied two and three family homes and condominium or cooperative units (Selectmen). Favorable Action was taken as amended.

ARTICLE 34. Amendment to Town Bylaws — Article 38, Section 5 — Setting maximum rents for certain previously exempt units (Rent Control Board). Favorable Action was taken.

ARTICLE 35. Amendment to Town Bylaws — Article 38, Section 9A — Removal Permits (Rent Control Board). No Action was taken.

ARTICLE 36. Amendment to Town Bylaws — Article 38, Section 9A (d)(4) — Limited Equity Cooperatives (Housing Advisory Board). Favorable Action was taken.

ARTICLE 37. Amendment to Town Bylaws — Article XXXIX Section 2 — Conversion of non-rent-controlled rental housing in buildings of four or more units (Housing Advisory Board). No Action was taken.

ARTICLE 38. Amendment to Town Bylaws — Article 38, Section 9A — Removal permit for certain condominium units (Petition of Mikhail Kogan et al). No Action was taken.

ARTICLE 39. Amendment to Town Bylaws — Article 38 and 39 — Decontrols owner-occupied buildings of four to six rental units (Petition of William Schnoor et al). No Action was taken.

ARTICLE 40. Amendment to Town Bylaws — Article 38, Section 3 — Exempts certain owner-occupied four to six unit buildings (Petition of Avraham Frydman et al). No Action was taken.

ARTICLE 41. Amendment to Town Bylaws — Article 38 & 39 — conversion of certain buildings containing four to six units (Petition of Arnold Porter et al). No Action was taken.

ARTICLE 42. Amendment to Town Bylaws — Article 38, Section 3 (b)(i) — Application of rental control to two rooming houses (Petition of Hyman Deletetsky et al). Favorable Action was taken.

ARTICLE 43. Direction of the Selectmen to set

rents on town-owned residential properties in accordance with rent control guidelines (Selectmen). Favorable Action was taken as revised.

ARTICLE 44. Adopt resolution which directs the Board of Selectmen and School Committee to investigate and report back to Town Meeting the feasibility of certain alternatives concerning the Lincoln School project. (Petition of James Duggan et al). Favorable Action was taken.

ARTICLE 45. Resolution directing the Board of Selectmen to implement the recommendations contained in the Parking Study Committee's report. (Petition of Jeri Levitt et al). A motion of Favorable Action was Defeated by a Counted Vote.

ARTICLE 46. Resolution directing the Transportation Board to implement an overnight parking program along designated portions of the Beacon Street median strip. (Petition of Jeri Levitt et al). No Action was taken.

ARTICLE 47. Revoke acceptance of MGL Chapter 41, Section 25 to provide for the election rather than appointment of the Board of Assessors. (Petition of Maria Rosenthal et al). No Action was taken.

ARTICLE 48. Vote requiring Town Meeting Members to receive a copy of and vote on, the school budget (Petition of Maria Rosenthal et al). A motion of Favorable Action was Defeated.

ARTICLE 49. Vote requiring that all fixed assets of municipal, state and federal authorities located in Brookline's financial statements. (Petition of Maria Rosenthal et al). A Motion of Favorable Action was Defeated.

ARTICLE 50. Vote requiring department heads to appear at every annual Town Meeting to report on their job responsibilities, and their department's employees, budget, and expenditures. (Petition of Maria Rosenthal et al). A Motion of Favorable Action was Defeated.

ARTICLE 51. Requires that the salaries of the Town Administrator and all department heads be set by Town Meeting (Petition of Shepard Spunt et al). No Action was taken.

ARTICLE 52. Pledge of allegiance to the flag (Petition of Gary Kayakachoian et al). Defeated by a Counted Vote.

ARTICLE 53. Reports of Town officers and committees. The report of the Moderator's Committee on Parks and Park Management was heard.

SPECIAL TOWN MEETING MAY 23, 1989

ARTICLE 1. Appropriation of Funds to supplement Fiscal Year 1989 budget appropriations. Favorable Action was taken as revised by a Counted Vote.

ARTICLE 2. Collective Bargaining Agreements, funding authorization. Favorable Action was taken.

ARTICLE 3. Appropriation of funds for unpaid bills. Favorable Action was taken.

SPECIAL TOWN MEETING SEPTEMBER 11, 1989

ARTICLE 1. Revision of the Fiscal Year 90 budget. Voted to adopt an operating budget of \$90,015,048 for Fiscal Year 1990.

ARTICLE 2. Acceptance of optional legislation to increase property tax exemptions. Favorable Action was taken as amended.

SPECIAL TOWN MEETING NOVEMBER 14, 1989

ARTICLE 1. Appropriation of funds for Town Collective Bargaining Agreements (Selectmen). Favorable Action was taken.

ARTICLE 2. Appropriation of funds for School Collective Bargaining Agreements (School Committee). No Action was taken.

ARTICLE 3. Appropriation of funds for unpaid bills (Selectmen). No Action was taken.

ARTICLE 4. Approval of FY 90 CDBG Application (Selectmen). Favorable Action was taken.

ARTICLE 5. Acceptance of M.G.L. Chapter 41, Section 69B. relative to financing of water expenses (Selectmen). Favorable Action was taken.

ARTICLE 6. Amendment to Town By-Laws-Article I-C—Town Meeting procedures for allowing department heads to speak at Town Meeting (Selectmen). Favorable Action was taken.

ARTICLE 7. Amendment to Town By-Laws-Article I-C—Town Meeting procedures for appealing the ruling of the Moderator (Selectmen). No Action was taken.

ARTICLE 8. Appropriation of funds for the hiring of four firefighters (Robert O'Riley, et al). Favorable Action was taken as revised.

ARTICLE 9. Amendment to Rent Control By-Law—Article XXXVIII—Reinstates hardship removal permits and removal permits for existing tenants in hybrid buildings (Selectmen). No Action was taken.

ARTICLE 10. Amendment to Rent Control By-Law—Article XXXVII—Reinstates the removal permit fee for hybrid buildings (Selectmen). No Action was taken.

ARTICLE 11. Legislation to allow linkage payments in connection with the granting of a removal permit (Selectmen). Favorable Action was taken.

ARTICLE 12. Amendment to Town By-Laws—Article XX-A, Section 9E—Decreases the penalty for false burglar alarms (Selectmen). Defeated.

ARTICLE 13. Name change for Handicapped Commission (Selectmen). Favorable Action was taken.

ARTICLE 14. Acceptance of Holly Lane as a public way (Selectmen). Favorable Action was taken by a Counted Vote.

ARTICLE 15. Selectmen to appoint a committee to clarify and codify the Rent Control By-Laws (Shepard Spunt, et al). A Motion of Favorable Action was Defeated by a Counted Vote.

ARTICLE 16. Legislation calling for the election of a Board of Parks, Recreation and Natural Resources (Moderator's Committee on Parks). The subject matter was referred to the Committee on Town Organization and Structure.

ARTICLE 17. Reports of town officers and committees (Selectmen). Reports from the Brookline Emergency Medical Services review Committee and the Committee on Town Organization and Structure on Police and Fire Services were heard.

1989 TOWN MEETING MEMBERS ATTENDANCE RECORD

Precinct	Name	Eligible to attend	Attended	Precinct	Name	Eligible to attend	Attended
03	Betsy Abrams	10	10	08	George Dargo	10	09
03	Robert T. Abrams	10	10	12	Linda Dean	10	10
13	David Adelson	10	10	AL	Luster Delany	10	10
03	Judith C. Alland	10	10	03	Murray Dewart	10	10
AL	Jeffrey P. Allen	10	10	05	Betsy DeWitt	10	10
01	Jane Kahn Alper	10	10	01	Gail A. Doster	10	10
AL	Charles C. Ames	10	10	06	Carl Dreyfus	10	08
14	Kathleen L. Ames	10	10	05	Margaret Driscoll	10	10
14	Constance S. Austin	10	08	05	James P. Duggan	10	10
04	John T. Bain	10	10	06	Hugh A. Dunlap, Jr.	10	10
09	Eleanor J. Bart	10	10	15	John H. Eichhorn	10	09
09	Robert W. Basile	10	10	14	Walter E. Elcock	10	10
06	John Bassett	10	06	09	Peter N. Elton	10	09
08	Clara Batchelor	10	07	16	Alice Fastov	10	10
05	Chris Beasley	10	09	10	Margot Fein	07	07
13	Richard W. Benka	10	10	11	David Feingold	10	10
16	Michael Berger	10	09	07	Marvin A. Feinman	10	10
07	Tobe Berkovitz	10	10	09	Judith R. Ferber	09	09
08	Leonard Bernstein	10	08	13	Jonathan S. Fine	10	10
10	Patricia E. Bernstein	10	09	16	Mary Firestone	10	09
13	Sara Blood	10	10	13	Janet B. Fitzgibbons	10	09
13	Phyllis S. Blotner	10	10	05	Edward Flood	10	10
15	Burton Boyer	10	07	02	Arlene Flowers	10	10
15	Harrison P. Bridge	10	08	06	Daniel F. Ford	10	09
13	Deborah G. Brooks	10	10	15	Albert M. Fortier, Jr.	10	09
10	Roy Howard Brown	10	08	03	Joel Freilich	10	09
AL	John A. Businger	10	09	08	Isaac Fried	10	08
04	Isabella M. Callanan	10	10	01	Joan J. Fried	10	08
11	Joseph P. Carey	10	10	12	Madalyn M. Frydman	10	09
13	Stephanie G. Carona	10	10	03	John Fuhro	10	10
07	Arthur Casey	10	04	05	Edward N. Gadsby, Jr.	10	09
16	Judith Catz	10	10	02	Carol Gelb	10	10
15	Barbara J. Coffin	10	07	09	Joseph Geller	10	09
16	Abbe Cohen	10	09	16	Albert Gerte	10	10
09	Edward Cohen	10	07	11	Phyllis D. Giller	10	10
12	Lawrence B. Cohen	10	10	16	Richard A. Gold	10	10
09	Susan C. Cohen	10	09	09	Linda Gold-Pitegoff	10	08
15	Gretchen R. Colby	10	09	03	Peter Golden	10	10
05	David A. Coleman	10	10	04	Ruth U. Golden	10	08
10	Marc L. Cooper	10	10	16	Stephen B. Goldenberg	10	10
05	William M. Corrigan	10	09	07	Leonard H. Golder	10	09
01	Peter Costanza	10	10	10	Milton Goldman	10	10
12	William H. Costin	10	10	03	Ronald F. Goldman	10	09
14	Julia D. Cox	10	10	08	David-Marc Goldstein	10	10
10	Eleanor Craigie	01	01	02	Rachel Goodman	10	10
AL	Christopher J. Crowley	10	09	08	Rhoda S. Goodwin	10	10
04	J. Mildred Crowley	10	06	04	Naomi M. Gordon	10	09
07	Joan Crowley	10	10	10	Doris Tichnor Grauman	10	10
09	Michael D. Cutler	10	09	07	Eva M. Grubinger	10	09
08	Lois Dargo	03	03	16	Lawrence C. Grumer	10	07

Precinct	Name	Eligible to attend	Attended	Precinct	Name	Eligible to attend	Attended
15	John M. Hall	10	09	11	Bradley MacDonald	10	10
14	John L. Hall	10	09	02	Joyce Lee Malcolm	10	08
01	Ferris M. Hall	10	05	04	Charles W. Manning, Jr.	10	10
16	Ethel Halperin	10	10	15	Alexandra Mark	10	09
AL	Frances Halpern	10	09	10	Lois J. Martin	10	10
13	Bruce W. Hamblin, Jr.	10	09	02	Judith E. Mason	10	08
04	Kevin Harrington	10	10	05	Hugh Mattison	10	10
05	Mary J. Harris	10	10	06	Robert J. McCain	10	10
14	Jeffrey E. Harris	10	10	14	Peter M. McDonald	10	10
10	Dorothea Hass	10	09	14	Joseph J. McMahon	10	08
14	Dorothy M. Heffernan	10	09	02	Rita McNally	10	08
08	Nancy S. Heller	10	09	14	Michael W. Merrill	10	09
05	James A. Hennessey, Jr.	10	10	04	Norman Miller	10	03
05	Joan Hertzmark	10	10	11	Peter B. Miller	10	10
04	Sarah A. Heywood	10	10	14	Shaari S. Mittel	10	10
11	Isabella Hinds	10	10	04	Daniel J. Moroney	10	05
01	Edward D. Hofeller	10	09	01	Stephen R. Morse	10	10
15	Mary R. Hunter	10	09	01	Alan R. Morse, Jr.	10	09
06	Howard A. Husock	10	10	04	Thomas H. Mulvey	10	07
07	Susan Isbitsky	10	10	AL	Eleanor Myerson	10	08
10	Anne A. Jackson	10	10	10	Alexander Neihaus	10	10
03	Jeannine F. Jenei	10	10	07	Louis I. Novakoff	10	10
09	Barr A. Jozwicki	10	09	05	Phyllis R. O'Leary	10	10
03	Steven N. Kadish	10	10	09	J. Archer O'Reilly, III	10	09
04	Myrna Kahn	10	09	05	Andrew M. Olins	10	10
04	Robert A. Kahn	10	10	05	Scot Osterweil	10	09
13	Donna R. Kalikow	10	10	14	Patricia Ostrander	10	10
01	Lois Hilfiker Kanter	10	10	06	Evangeline M. Patey	10	10
07	Estelle Katz	10	10	02	Edith G. Pearlman	10	10
07	Paul Katz	10	10	13	Harold A. Petersen	10	08
10	Jamie W. Katz	10	10	06	Joan E. Pollard	10	10
03	Pauline Ponnice Katz	10	10	12	Elizabeth S. Pollock	10	10
12	Garabed Kayakachoian	10	10	01	Arnold H. Porter	10	10
11	Stephen W. Kelley	10	10	08	Shirley Radlo	10	10
16	Gerald J. Koocher	10	10	08	John Reinstein	01	01
15	Harold Kosasky	10	09	15	Margaret S. Richardson	10	10
08	Elizabeth L. Koss	10	10	11	Edward L. Richmond	10	10
11	Dorothy I. Krinsky	10	10	01	Michael Robbins	10	10
09	Karen Kruskal	10	10	04	Thomas C. Robinson	10	10
16	Kenneth V. Kurnos	10	08	08	Yolanda M. Rodriguez	10	10
16	Paul J. L'Italien	10	09	02	Evelyn A. Roll	10	10
12	Joan B. Lamphier	10	07	07	Bernice Rosenbaum	10	09
11	Tania R. Langerman	10	06	09	Maria Rosenthal	10	09
06	Virginia W. LaPlante	10	09	09	Martin R. Rosenthal	10	09
15	Philip Leder	10	09	10	A. Joseph Ross	01	01
10	Jeri Levitt	07	07	12	Peter F. Rousmaniere	10	09
10	Mark Levy	10	09	15	Deborah D. Rudman	10	10
01	Brenda G. Levy	10	08	15	Ab Sadeghi-Nejad	10	09
12	Patricia C. Libbey	10	07	AL	Carl M. Sapers	10	10
01	Jonathan D. Lieff	10	10	12	Ronald S. Scharlack	10	10
14	Pamela Lodish	10	09	10	David Scheff	10	09
02	Carolyn E. Lovit	10	10	01	John A. Schemmer	10	09
04	Ann Macauley	10	10	12	James W. Schlesinger	10	08

Precinct	Name	Eligible to attend	Attended	Precinct	Name	Eligible to attend	Attended
12	Laura B. Schlesinger	10	08	08	Susan M. Tachau	07	07
06	William J. Schnoor	10	10	11	Ann Connolly Tolkoff	10	10
12	Richard E. Schroeder	10	09	03	Myra Trachtenberg	10	08
02	Barbara C. Scotto	10	09	02	Thomas Trainor	10	08
11	Richard Segan	10	10	07	Stuart A. Trautenberg	10	07
13	Barbara M. Senecal	10	10	09	Gerald M. Tuckman	10	10
AL	Zvi 'Skip' Sesling	10	09	13	John R. VanScoyoc	10	10
11	Frederick S. Sharff	10	09	13	Claire R. Waldman	10	09
15	Francis G. Shaw	10	07	14	Gerard J. Walsh	10	09
11	Joel D. Shield	10	10	03	Laura R. Walters	10	10
06	Stanley Shulman	10	09	02	James J. Ward	10	10
AL	Shirley Sidd	10	10	11	Robert M. Wax	10	06
09	Frank I. Smizik	10	10	10	Sidney Weinberg	10	10
08	Brenda J. Soyer	10	10	16	Cheryl S. Weinstein	10	10
08	Samuel Spiegel	10	09	03	Stephen Weiss	10	10
02	Stanley L. Spiegel	10	10	06	Karen M. Wenc	10	10
14	Shepard Spunt	10	10	02	Russell T. Werby	10	09
13	Robert M. Stein	10	09	08	Florence Wilder	10	10
03	Aron Steinberg	10	10	06	A. Christina Wolfe	10	06
02	Meyer Stern	10	10	12	Nancy C. Yetman	10	10
07	Cathy D. Stern	10	09	06	Valerie L. Zimmer	10	09
01	Ronni Gordon Stillman	10	10	07	Seymour A. Ziskend	10	09
12	Sandra Stotsky	10	09	07	Joan Zorza	10	10
16	Max Swartz	10	09	06	Natalie C. Zuckerman	10	07

GENERAL GOVERNMENT

Town Clerk

On Tuesday, May 2, 1989, the Annual Town Election was held. 35.2% of the eligible registered voters participated in this election.

Town Meeting Members convened, for the Annual Town Meeting, at the High School Auditorium on Tuesday, May 23, at 7:30 P.M. This meeting was adjourned to Wednesday, May 24, Wednesday, May 31, Thursday, June 1, Tuesday, June 6, Wednesday, June 7, and dissolved on Monday, June 12, 1989 at 11:06 P.M. to complete the fifty-three article Warrant.

Also, on Tuesday, May 23, 1989, a three article Special Town Meeting was called for 8:30 P.M. and was dissolved on Monday, June 12, 1989 at 11:20 P.M.

On Monday, September 11, 1989, a Special Town Meeting containing two articles was called for 7:30 P.M. This meeting as adjourned to and dissolved on Wednesday, September 13, 1989 at 9:55 P.M. in order to complete the business of the Warrant.

On Tuesday, November 14, 1989 a seventeen article Special Town Meeting was called for 7:30 P.M. and was dissolved at 10:55 P.M. that same evening in order to complete the business of the Warrant.

There were 505 births recorded for the year, pending

final results from the City of Boston. There were 476 deaths recorded pending final results. There were 595 marriage intentions filed during 1989 and 587 marriages recorded.

REVENUE 1989

Conservation Licenses	\$ 462.80
Dog Licenses	14,341.50
Certified Copies	14,258.00
Marriage Licenses	8,940.00
Commercial Code Filings	7,929.45
Business Certificates	3,470.00
Gasoline Permits	1,485.00
Board of Appeals	8,400.00
Miscellaneous Receipts	<u>10,338.15</u>
	69,624.90

CONSERVATION LICENSES

Fish and Game Licenses Issued	11,686.30
Paid to Commonwealth of Mass.	11,223.50
Paid to Treasurer	462.80

Registrars of Voters

There was one election in 1989 and the Board of Registrars of Voters held twenty-three registration sessions throughout the Town. There were 37,161 registered voters eligible to vote in 1989.

The Town Census for 1989 was 58,632 a decrease of 570 from 1988.

POLITICAL PARTIES

Registered Voters	37,161
Democrats	15,843
Republicans	3,620
Independents	17,698

Town Counsel

Town Counsel's office provides the town with all of the legal services which are necessary to protect its financial interests, minimize its liability and obligations in contract and tort claims, renders opinions and advice, and drafts documents, votes and contract forms. Brookline is a self-insurer, and therefore Town Counsel's office represents the town in the great variety of claims and suits brought in both the state and federal court systems.

The Legal Department was reorganized on July 1, 1989, in accordance with the recommendations of the Legal Services Study Committee. The twelve recommendations of the Committee have been addressed

and implemented. The new staff assignments included a full-time Town Counsel, Associate Town Counsel, Assistant Town Counsel, a Paralegal and a Secretary.

On June 30, 1989, Cathleen Cavell, Associate Town Counsel resigned after more than eleven years of service to the community. During her town service, Ms. Cavell represented Brookline in both jury and non-jury trials and a great variety of administrative hearings. Her professional skills, cooperation and support are missed.

In addition to the usual general work of the department, which includes contract drafting and review, formal and informal legal opinions, meetings with town officials and work for the various town departments,

including the School Department and the Assessors, the following claims and cases have been resolved:

- 19 Claims settled to our advantage
- 16 Suits resolved in our favor by stipulation
- 6 Suits resolved by judgments in our favor
- 2 Suits by the town resolved in our favor
- 3 Worker's Compensation cases settled
- 7 Tax payments collected after Land Court action

The present litigation case load breaks down as follows: (a specific listing is hereinafter set forth)

- 28 Miscellaneous Cases
- 31 Personal Injury Cases
- 0 Contract Actions
- 9 Property Damage Cases
- 8 Cases Brought by the Town
- 9 Cases against the Board of Appeals
- 0 Cases Involving Real Estate
- 26 Worker's Compensation Matters
- 13 Land Court or Tax Title Matters
- 2 Retirement Board Appeals
- 1 Special Education Appeals

Town Counsel's office also represents the Board of Assessors in the Appellate Tax Board. Over three hundred fifty (350) Appellate Tax Board appeals have been disposed of during the past six months.

A substantial amount of time has been spent working with the Police Department, often on weekends, to preserve public safety and good order during times of protest and demonstration, with the overall objective of preserving and protecting the constitutional rights of speech and privacy.

The department has been forced to assume a new

monthly burden of handling from three to five worker's compensation cases previously handled by the Personnel Office.

It should also be noted that recent changes in the Court Rules which accelerated the preparation of cases, including discovery by interrogatories and depositions, and require a greater time commitment by the attorney assigned new civil actions, have necessitated increases in case load assignments since existing case schedules must be maintained together with the expedited work required for new civil cases.

The staffing of the Legal Department was reduced below the recommended level at the 1989 Annual Town Meeting. The elimination of a Paralegal position has required that the work normally assigned to that person be reassigned to the remaining staff. While it has been impossible to perform all of the services associated with that position, the critical portions of the work have been performed because existing staff has voluntarily and without pay expanded work hours from 37 1/2 to over 44 hours per week. In addition, the extra work associated with protests, the *Local Aid* suit and the *Fernandez* case required a series of weekend and night work sessions for both lawyers and professional staff.

The accomplishments of the department have nevertheless been outstanding and stand as objective testimony concerning the dedication and professional excellence of the staff.

Town Counsel, David Lee Turner, Associate Town Counsel, Sara Holmes Wilson, Assistant Town Counsel, George F. Driscoll, Jr., our Paralegal, Fay Wilgoren, and our Secretary, Diane Mahon, thank you for the opportunity to serve the town.

Purchasing Department

The Purchasing Department's goal is to maximize value from funds expended for materials, supplies, and equipment. This objective encompasses the requirements of every Town Department and the School Department including the School Lunch Program. The procurement process involves receiving and reviewing requisitions, clarifying specifications, preparation and solicitation of quotations and bids, issuing purchase orders, the award of contracts, and the filing of minority business enterprise utilization reports. During 1989, the Purchasing Department issued 8,019 purchase orders, 592 written requests for quotation, and 152 advertised bids.

In addition to fulfilling its statutory responsibilities as awarding authority for supplies and equipment, the Purchasing Department processes bids and contracts for services at the request of various departments. Examples of service related contracts handled in 1989 are moving voting machines, publishing legal notices, health insurance claims monitoring services, car wash-

ing, servicing town owned vehicles, and banking services.

The emergency ambulance service contract was extended for six months on a zero subsidy basis which will allow completion of FY-90 without cost to the Town. Purchasing also worked with the Emergency Medical Services Review Committee to produce a report on the EMS system for the November, 1989 Town Meeting.

Fuel oil prices made their most dramatic changes in several years with extraordinary increases coming in the month of December. The Town's price for No. 2 fuel was \$.55 per gallon on July 1st. It was \$.66 per gallon on December 1st and had risen to \$ 1.14 per gallon on December 31st. There is no doubt that the cold spell was a factor in the December increases but a detailed analysis of fuel and gasoline prices shows that they were generally higher during every month of 1989. This indicates that in the overall market, demand is increasing relative to supply with a long term adverse impact on prices.

Gasoline specifications were changed effective July 1, 1990 to eliminate lead content. The Town previously purchased 89 octane leaded gasoline and 87 octane unleaded gasoline. These two products have been replaced by one product — 89 octane unleaded which covers the requirements of all vehicles. The use of one product provides two benefits. It removes an air pollutant and allows more efficient use of storage tanks by requiring fewer deliveries. This change was implemented for all seven cities and towns in our cooperative purchasing group.

A new Town wide contract for stationery items was introduced to all departments on July 1st. The contract consists of a unit priced list of 193 commonly used items. Consolidation of these items and the selection of

one contractor for the year has resulted in high volume pricing for the relatively small volume required by the individual Town and School locations. Delivery to individual locations is generally made within 48 hours after an order is placed.

Purchasing continued to expand the computer database of commodities which can produce forms for purposes of requisitioning, bidding, and ordering. Categories which have been added to the database include the stationery items described above, floor treatment materials, lumber, medical supplies, and police uniform clothing. The ability to manage long lists of items through a computerized database has greatly increased the department's efficiency.

Personnel Board

Barbara P. Pastan, Chairman of the Board, resigned in October of 1989 marking the end of a long and distinguished period of service to the Town. Mrs. Pastan was first appointed to the Board on May 21, 1973. She was first elected Chairman on September 28, 1976 and was continually reelected as Chairman for the duration of her service. Mrs. Pastan brought great knowledge of Town affairs to the Board, along with an incisive mind and great common sense. Her unparalleled dedication to reconciling fairly the legitimate needs of the Town and its employees in wage and benefit matters, even during the most difficult of financial times, served the parties and her fellow townsmen well.

Mr. James E. Cockfield, a Member of the Personnel Board since 1980, was elected as Personnel Board Chairman on October 24, 1989. In addition to many years of service on the Board, Mr. Cockfield had prior service on the Advisory Committee and in Town Meeting.

Mr. William J. Kickham, who was first appointed in 1976, left the Board in 1988. Mr. Kickham's long and distinguished service on the Board was marked by a unique blend of business acumen and an understanding and empathy for employees. His insights over the years were frequently invaluable in the conduct of Board business.

Linda Fosburg was appointed to the Board to replace Mr. Kickham.

Ms. Johanna Harris and Mr. Dean Manheimer resigned from the Board in 1989 due to time constraints imposed by their professional obligations. Both individuals brought much appreciated professional skills and insights to the Board.

Ms. Frances Shedd-Fisher and Mr. Kenneth Kurnos were appointed to fill the above vacancies in September of 1989.

Three year labor agreements effective July 1, 1988 were settled in August with Local 950, IAFF and in November with the Brookline Police Association. Both

contracts required extended bargaining over many months. In the case of the police contract, the parties were assisted by a mediator from the Joint Labor Management Committee for Police and Fire and subsequently by a fact finder.

The Agreement with Local 950 was highlighted by 5% increases in each year. Additional vacation, night differential pay, and uniform allowance was also provided. The agreement with the Brookline Police Association was also highlighted by 5% increases in each of the three years. Additional education incentive pay and uniform allowance were also provided. The contracts were approved and funded by Special Town Meetings in June and November.

Late in the year the Mass. Legislature provided some group health cost relief for cities and towns by requiring that HMO members pay 10% of the premium, or more if provided in applicable labor agreements. It is anticipated that the employee share will increase to 25% of premium, the same as for BC/BS subscribers, in the future. In addition, experience with the self-insured BC/BS plan remained more favorable than expected for the second year in a row. This good news can change at any moment, however, and we must remain prepared to manage increased costs in the future.

Worker's Compensation costs rose faster than expected in CY 1989. Increased medical costs and higher payrolls, on which worker's compensation payments are based, are a major part of the problem. Equally important, however, are problems arising from application of the present law. These include pressure to accept cases quickly, guaranteed attorney's fees assessed on employers, and scheduling delays. Consensus for further changes in the law seems to be emerging, but immediate prospects for reduced expenditures in this area are poor.

CY 1989 ended with increasingly dire financial forecasts for the Commonwealth and Mass. Cities & Towns. It is clear that this situation will impact on the future activities of the Personnel Board.

Information Services

The Information Services Department is charged with the responsibility of operating the town's computer facility and providing guidance and assistance in all aspects of systems, data processing and other management information services. The major event of 1989 was the successful completion of the first year of the new computerized financial system. It officially went into operation in July of 1988 for the fiscal year 1989 and is now the basis of the town's financial reporting.

In addition to the traditional applications, a new, major area of productivity is with the personal computers. Significant progress has been experienced in many town departments with the utilization of word processing, spread sheets and a relational data base program. This has brought new efficiency and management reporting capability to the all town departments and supplements the data supplied from the main computer system.

Throughout the town, almost three dozen computer terminals now connect the various offices with the new financial system on the IBM computer system. This provides on-line access to vital information without the need to search paper print-outs or wait for reports to be

printed. As the new applications are added to the computer, more terminal access will be provided.

The police computer system continues to perform well. It uses a state of the art operation to support the many functions of a modern police department from dispatching, arrests and bookings, to warrant tracking, parking ticket administration and administrative data control.

The computer installed to operate with the high school administration also continues to perform a most vital service. In addition to prompt and accurate reporting, the system provides outstanding support to the professional staff in their educational responsibilities helping the youth of Brookline.

During 1989 Refuse billing and collection systems were put into operation. The extremely difficult real estate billing requirements were also successfully assimilated into the existing procedures while significant reporting improvements were realized.

As in the past, the department will continue to seek out cost saving opportunities and exploit the computer resources to improve all aspects of the town's operation.

Contributory Retirement System

It is the responsibility of the Retirement Board to maintain effective procedures to pay the employee retirement system members the amount of benefits defined by law at minimum cost. Of the three members of the Brookline Retirement Board, one is elected by system members, one is appointed by the Selectmen, and one is chosen by the other two members respectively. The state's Public Employee Retirement Administration oversees operations of the retirement office, and approves actions of the Retirement Board.

As of December 31, 1989, 1,150 employees of the Town were active members of the system and 743 retired employees and their dependents were receiving pension benefits. Investment assets increased from \$38,693.00 to \$48,035.00 (market value) managed by State Street Research and Management Company, according to investment policy established by the Retirement Board.

During 1989 the Brookline Retirement Board had a change in its membership. The Board, consisting of Samuel E. Shaw, and Joseph P. Duffy, welcomed the Town's Comptroller, Harvey J. Beth, who was later elected Chairman. Mr. Beth brings a wealth of experience with him in the field of municipal finance and retirement law.

Mr. Beth replaced Hugh A. Dunlap, Jr. who served two productive years with the Board. The Retirement

Board expresses a sincere thank you to Mr. Dunlap for dedicated service to all members and staff of the Retirement System.

Prior to the spring Town Meeting, the Retirement Board studied the impact of accepting new retirement legislation offered by the State, referred to as Chapter 32, Section 22D.

After many meetings with the Retirement Board's actuary and Deputy Town Administrator Brian Sullivan, the Board voted to accept Section 22D and advised the Town to vote on this legislation at Town Meeting. At a meeting of the Town's legislative body held June 1, 1989, the provisions of MGL, Chapter 32, Section 22(D) were passed and accepted by a majority vote.

The provisions are as follows:

1. Repeal of the \$30,000 salary cap
2. Supplemental dependent allowance
3. Treatment of compensation of persons working beyond age 70
4. Ten year vesting for ordinary disability retirement
5. Wellness and fitness programs

By accepting all the provisions of Section 22(d), the Retirement Board agreed to submit and establish a funding schedule designed to fully fund the Retirement System, and to reduce the underfunded actuarial liability of the system to zero as of June 30, 2028, subject to periodic updates.

PUBLIC SAFETY

Police Department

Once again the Brookline Police Department was the subject of national focus, but not as the caretaker of a presidential candidate or the security force for a major golf classic, as was the case in 1988. Chief Simard and the officers and people of the Department were the subject of attention and controversy as the result of the national issue of abortion rights and the activities of "Operation Rescue."

This one activity, resulted in thousands of dollars in overtime costs and the additional costs and equipment needed in making 491 arrests and the loss of over twenty police officers due to injuries sustained on this activity alone.

The Department was recognized for its professionalism and efficiency in the handling of these events and its ability to keep the provisions of the constitution in place during these demonstrations on this most controversial and often volatile issue.

The arrests noted above are among the total of 1768 arrests made this year in a period when, for the first time in several years, the Crime Rate in this community rose 25 percent.

This Department and Law Enforcement nationally have acknowledged a national rise in crime and attribute much of the increase to the proliferation of drugs throughout society reaching astronomical proportions. Our proximity to the city of Boston and its high crime neighborhoods cannot be discounted as having an affect on our crime rate.

In that light the Department established a "Drug Unit" in 1988 under a commanding Lieutenant. The resulting investigations in 1989 developed cases which resulted in the arrests and prosecution of 233 cases involving drug use or distribution throughout our community. It has been noted that it is a rare arrest wherein a drug connection cannot be made in this past year. Drug use or dependency has been noted in cases ranging from shoplifting to armed robberies.

This being the case, Chief Simard in cooperation with the Superintendent of Schools has directed the department's efforts to the area of education and will in 1990 be establishing a D.A.R.E. unit within the Department. This highly successful national program of "Drug Abuse Resistance Education," will be staffed by two police officers and should be in place for the 1990 school period.

Among the most interesting statistics of the year were the following: The Department responded to 47,403 calls, among which were 8,666 calls for response to alarms and 876 dealing with medical emergencies. The others:

Assaults	180
Rape and Attempts	11
Breaking/Entering	728
Robbery	121
Larceny/Auto Acces.	595
Larceny (Others)	697
Shoplifting	213
Motor Veh. Theft & Att.	520
Sex Offenses	35
Suicides & Attempts	31

The Department made arrests in cases involving Breaking and Entering charges 131 times and credited many of these cleared cases to our extensive training and use of fingerprint development, by the Detective and Identification units of the Department.

Detectives also cleared with arrest and prosecution two homicides which took place last year with the third still under investigation by the unit and the District Attorney's Office.

In our continuing effort to provide high visibility and related compliance with motor vehicle laws, the Department's Traffic Division had a very busy year resulting in many violation notices being issued. The revenues resulted in a new high in dollar amounts.

For example, 26,000 moving violations resulted in \$323,000.00 in revenue. Twenty-three hundred and eighty towed vehicles resulted in a \$6,355.00 rebate to the Town. One hundred and fifty-four thousand parking tickets resulted in \$2,216,613.00 in revenue and parking meters provided \$787,864.00 income to the Town.

The Traffic Division held over three thousand hearings and investigated over three thousand accidents with one fatality in 1989.

Our Community Relations Division conducted eight new Neighborhood Watch programs this year and conducted over thirty residential and commercial security surveys throughout the Town.

Of note this year is the Juvenile unit's new dialogue with the school principals and High School Headmaster and security units resulting in the clearance of many school related incidents without court intervention and resulting in a drop in school related crime.

The Juvenile Unit did, however, investigate an alarming increase in family related incidents and sexual assaults involving children. Nine such incidents this year have been cleared or are under investigation by our Juvenile Unit and the Norfolk County Sexual Assault Unit.

We continue to be one of the only Departments in the Commonwealth with an ongoing forty-eight hours of in-service training provided to every officer which in-

cludes: Sensitivity and Race Relations, First Aid and Cardiopulmonary Resuscitation, Criminal and Constitutional Law updates, Family Crises Intervention, Use of Force, and Arrest procedure.

This year we have completed our Training and Qualifications process of twenty-four hours with the new Semi-Automatic sidearm which was issued to all officers this year to replace the outdated and obsolete revolvers of the past.

Our Safety Officer made 227 presentations to elementary school children throughout the town and conducted classes on bicycle safety and how to deal with strangers and 'latch key' situations so prevalent today.

Fire Department

In 1989 we once again saw an increase in the number of responses to emergency calls. This increase continues a trend which has seen the number of emergency calls increase by over 20 percent in the last six years. During the year, the Department responded to 6,344 incidents, of which 1,166 were alarms from the Box alarm system, 2,722 were medical emergencies, and 2,456 were other miscellaneous responses. While the number of actual fire calls continues to rise, the number of serious fire continues to decline. This decline can be attributed to the Fire Department's strong commitment to prevention as well as to the rapid response to incidents because of the strategic location of the Department's six fire stations.

The Department continued to be heavily involved in the delivery of emergency medical services to the citizens of Brookline. All members of the Department are trained First Responders and are certified in cardiopulmonary resuscitation. In addition, 70 members are Registered Emergency Medical Technicians (EMTs). The rapid response of EMTs to medical emergencies, followed quickly by Paramedics in the Advanced Life Support ambulance has created an EMS system which has become a model for many other communities. The advanced life support system provided by the Brookline Fire Department Emergency Medical Technicians and Paramedics from Brewster Ambulance Company has been enormously successful. To quote from a report to Town Meeting from the Brookline EMS Review Committee, "Approximately 31% of the patients suffering cardiac arrest were successfully resuscitated. This contrasts with a resuscitation rate prior to implementation of the Advanced Life Support system that was less than 5%."

The Training Division, staffed by three officers of the Department, has as its main responsibility the ongoing training of all members of the Department. The primary focus of last year was response to hazardous materials incidents. As a result of recent changes in Federal laws,

The Animal Control Unit issued over 180 citations to animal owners for a variety of violations related to the control of animals, primarily dogs.

The unit investigated thirty-four incidents of dog bites, one cat bite and over eighty incidents of dogs molesting or otherwise attacking persons or other animals.

As we enter the nineties the Department expects that the new programs and approaches such as DARE and other crime prevention programs as well as continued high visibility and patrol presence will help reach the objective of lower crime statistics and continued well being for the citizens of Brookline.

the Department has the responsibility to ensure that all members of the Department receive at least twelve hours of training yearly in the role of a First Responder to Hazardous Materials incidents.

In order to provide the training, tools, and equipment necessary to respond to a hazardous materials emergency, the Department has entered into Mutual Aid agreements with other communities in Norfolk County. This sharing of equipment and expertise has resulted in the Town saving thousands of dollars.

Other training conducted by members of the Training Division included the following:

Ice boat drills and cold water rescue, high rise fire-fighting, safety, extrication, infectious disease control, and in-service officer training, etc.

The Training Division also acts as an accident and injury investigation team. All on duty accidents and injuries are investigated with an eye towards preventing a recurrence.

The Fire Alarm Division has to be considered one of the most important parts of the Brookline Fire Department. This division is staffed by 5 fire alarm operators, usually one working per shift, the Superintendent of Wires, and one Lineman. This office is where most citizens of the Town come in contact with the Fire Department for the first time. In addition to dispatching engines, ladder trucks, and ambulances to over 6,000 emergency calls, the Division fields over 100,000 phone calls and radio transmissions per year. The 466 fire alarm and 70 police boxes maintained by the Division are situated throughout the Town. With most wiring underground, this box alarm system can often be the only link to the Town's emergency service organizations. The Fire Alarm Box System was installed in 1926 and although the equipment is aging, the daily maintenance by the Superintendent of Wires and the Lineman prevent problems and insures that 100% of the equipment is in working condition at all times. Five new fire alarm boxes were added to the system this year and over

1,500 feet of new fire alarm cable was installed.

The Fire Prevention Division, staffed by a Deputy Chief, a Captain, a Lieutenant and a Firefighter would certainly have to be considered the most active Division in the Department. This division's duties would take many pages to outline but simply put, if a citizen has a problem dealing with fire alarms, oil tanks, rubbish, etc., this division handles it. In addition to handling thousands of complaints this year, Fire Prevention either inspected or scheduled inspections for thousands of occupancies including apartment buildings, nursing homes, lodging houses, dormitories, gasoline stations, Houses of Worship, etc. In addition, members of the Division respond to all fires and emergencies to assist Fire Suppression Personnel in the investigation of the fire. Our Public Relations/Public Education programs continue to expand thanks to the diligent efforts of the personnel in the Fire Prevention Division.

The Maintenance Division is staffed by one Master Mechanic and one mechanic who are responsible for the maintenance and repair of all apparatus and equipment in the Department. The Fire Department fleet includes eight pumpers, 4 ladder trucks, four automobiles as well as several other vehicles. A Preventative Maintenance program was instituted this year to find deficiencies in equipment before it breaks down. The

two mechanics respond to all fire emergencies to insure the continued operation of equipment and to effect



Lieutenant Kevin Lynch of the Fire Prevention Division and "Fred the Robot" instruct pupils of the Runkle School in fire safety.

repair immediately should a breakdown occur. The work done by these men, in light of a severely restricted budget, is a tribute to their ability and resourcefulness.

Building Department

Public safety is the primary concern of the Building Department. The Department administers and enforces the Zoning By-Law and the Building, Plumbing, Gas, and Electrical Codes of the Commonwealth of Massachusetts and related regulations.

Inspections were performed on all lodging houses, restaurants, schools, nursing homes, places of assembly, etc., during 1989. Certificates of Inspection were issued assuring the public that all safety code requirements have been met on the premises.

In 1989, only nine building permits were issued for new construction. The decrease in the number of new construction permits has been felt throughout the entire State. Alterations permits have increased 80% and is the result of strict enforcement of the State Building Code and the Town's Zoning By-Laws by the local inspectors.

The inspectors have worked diligently to insure that all work being performed in the Town is performed under the proper permits.

The number of cases referred to the Board of Appeals has also increased this past year. As a result of this enforcement, the revenue of the Department, which would have decreased due to the lack of new construction, has

increased.

Fees received in 1989 totally support the Department's cost for the administration and enforcement of building laws and regulations.

The following summary notes the volume, type, and estimated cost of permits during 1989:

Classification	Number of Permits	Estimated Cost
New Wood/Frame	3	773,000
New Brick/Stone	1	23,000
Alterations	1,278	32,130,749
Swimming Pools	5	567,000
Plumbing	1,031	2,688,771
Gasfitting	872	849,000
Electrical	910	2,743,487

Joseph T. Venesky, Deputy Building Commissioner, retired in May. Mr. Venesky served in the Building Department since November 1957. He has written several articles on Building Safety that have been incorporated in several local and national codes. The Building Department will truly miss "Duke" Venesky and we wish him a long and healthy retirement.



Building Commissioner James J. Nickerson (left) with Deputy Building Commissioner Joseph T. Venesky.

Repairs to Town Buildings

In 1989, many repairs and up grading have occurred in most Town buildings, such as, air conditioner cooling tower replacement, compressor replacements, carpet replacement at Putterham and Pleasant Street Libraries, outdoor lighting improvements at Putterham Library entrance, primary heat circulating pumps at the Main Library were rebuilt to ensure a trouble free heating season.

Roof repairs were made to Fire Stations and the Main Library, the painting of stair cases at Health Center, replacement of egress doors at Fire Station 2 and Main Library, major emergency generator overhauls at Fire Stations 5 and 6, installation of floor covering at the Lynch Center office area, up grading of fire alarm at Soule Recreation Center.

The Department provided materials for some major renovations at various Fire Stations and work was performed with enthusiasm and skill of Firefighters. Firefighters are to be commended for a job well done.

Due to the present funding problems, some projects have been postponed temporarily, however, the primary building functions have been maintained.

Board of Examiners

The Board of Examiners is established under the Building Code of the Town. Three members which include an engineer, an architect, and a licensed contractor are appointed by the Board of Selectmen. The Board meets monthly to hold licensing examinations to ensure that all work in the construction, alteration, removal, or demolition of buildings or structures in the Town be performed by qualified licensed persons.

The monthly meetings are conducted under an "Open Meeting Law" which requires notices of such meetings be posted to the public and that accurate records of the Board's proceedings are maintained.

During 1989, 75 applicants successfully qualified for licenses as follows:

- 11 ABC (separately or combined fire resistive construction)
- 17 F Frame Construction
- 38 F/Limited-Alterations & Repairs-Frame Construction
- 5 M Miscellaneous-Siding, Roofing, etc.
- 4 S Special Work

In addition to the new licenses issued, 438 were renewed during 1989. Fees collected during 1989 totalled \$19,500.

PUBLIC WORKS

Engineering Division

Numerous construction contracts were administered by the Engineering Division. Playground reconstruction was completed at Corey Hill Park and Longwood Playground. Designs were completed and bids secured for Lawton and Coolidge Playgrounds and Clark Park. The Division worked closely with the design consultant and other Town agencies for the Rehabilitation of Anderson Park. Other construction projects include the completion of Washington Street sidewalk, improvements in Brookline Village, Resurfacing of Summer Road, Allendale Road and part of Beacon Street.

The consultant firm of Camp, Dresser, and McKee continued their investigation of the Town's aging sewer system. A house-to-house investigation of certain sections of the Town was completed to find drainage pipes connected to the sewer system. Camp, Dresser, and McKee also inspected Tannery Brook drain line for illegal sewer connections. The Engineering Division is in the

process of preparing contract documents to eliminate those pollution-causing connections to Tannery Brook.

Approximately seven miles of water mains were cleaned and cement-lined in the last year of a three-year contract. Designs for another three-year contract are underway and bids are expected early in 1990 for presentation to the Town Meeting.

Work orders to convert over 400 street lights to more efficient high pressure sodium bulbs were submitted to Boston Edison. Over \$30,000 will be saved annually by this work.

Two hundred and nineteen repair orders were approved to maintain the traffic signal system by contract. The system is showing its age and repair costs can only continue to increase.

Over the year, 27 contracts and 17 street openings were approved, and 18 plot plans were reviewed and approved.

Highway and Sanitation Divisions



Pearl Street sidewalk improvement.

Highway Division - Roadway crews completed a fourth successful year of priority sidewalk replacement. This program concentrated on 49 priority areas where poor sidewalks were evident. Highway personnel completed the season with the installation of 335 cubic yards of concrete sidewalk. These same crews constructed a completely new drainage system in the 18th fairway of Putterham Meadows Golf Course.

The winter snow season of 1989 was very mild. Brookline experienced a total snow fall of 15 inches. This amounted to 3 plowable snow storms and 12 sanding operations. The Department in conjunction

with Union Local 1358 made a very progressive step in manning plow trucks with one employee. This will allow more equipment to be utilized and results in safer streets and sidewalks.

Cleaning crews loamed and seeded approximately 121 damaged tree lawns. The crews weeded and refurbished 102 pea stone sidewalks. The Department of Public Works met with representatives of the Brookline Chamber of Commerce to design a merchant assistance litter program in the Commercial area.

Cleaning crews in conjunction with the M.B.T.A. completed an aggressive cleaning and planting program, mostly around T Stations. This program was funded by the M.B.T.A. and supervised and accomplished by Town of Brookline, Highway Personnel.

The Municipal Parking lots leased to a contract parking agent returned to the Highway Division in July. Sign crews installed all new parking meters and new signs. These same crews replaced safety symbols, parking lines, and refurbished a number of "Entering Brookline" signs.

The Sanitation Division provided the collection and disposal of approximately 19,500 tons of solid waste. The division is in its second year of a five-year disposal contract. The second year cost per ton for disposal is \$80.65. The Moderator's Committee on Recycling has worked with the Department in a successful effort to reduce this tonnage. The curbside recycling newspaper

program instituted in April of 1988 has shown a reduction of approximately 120 tons per month. In addition to this program, a voluntary glass drop-off recycling center was established at the Newton Street facility.

The League of Women Voters coordinated a very

successful Hazardous Waste Collection Day along with the Sanitation Division on October 21, 1989. This resulted in the collection of approximately 60 drums of household hazardous waste.

Sewer Division

The Brookline Sewer Division monitored 103 miles of sewer line and 117 miles of drain that serves the community. The sewer crew responded to 70 plugged or broken pipe emergencies. This did not include 8 major sewer blocks that required extensive repair and excavation.

The Sewer Division provided preventive maintenance programs in problem sewer areas through periodic cleaning. This was supplemented by the use of a new

catch basin cleaning truck. This vehicle allowed the division to clean 2,344 drain catch basins twice during the year.

The sewer use charge in 1989 was increased from \$1.05 to \$1.55 per hundred cubic feet of water consumed effective February 1, 1989. This was due to the increase in wholesale waste water discharge costs by the Massachusetts Water Resources Authority.

Water Division

During 1989, the Water Division distributed 2.8 billion gallons of water through 135 miles of street mains and 9,900 service connections. Retail water sales yielded \$4.9 million in revenue to offset the operational costs of the system. For the first time in over a decade, per capita water consumption decreased to 127 gallons per day, from a high of 140 in 1988, reflecting a decrease in water use of 10%.

The Distribution Section performed all installation, maintenance and repair of mains, valves, hydrants and service connections. During the year, 195 service pipes were replaced, 60 service and main leaks were repaired and 58 hydrants were replaced. Emergency services were provided in response to 585 service requests.

Through a joint administrative effort of the Water and Engineering Divisions, the final phase of the three-year cleaning and lining project, approved in 1986, was completed by W. Walsh Company of Attleboro. At this time, 62% of the entire water system has been rehabilitated. Plans are now being prepared for the next three-year, 18 mile project.

The Meter Section reached the 95% completion stage of the Remote Reading Meter Replacement Program. Of the 8,300 total meters, 7,800 have now been replaced; however, the remaining 500 are proving to be the most difficult to complete. Customer complaints increased 8% in 1989, with 625 investigations conducted by the Meter Section. Progress continued on the implementation of the new Automatic Reading and Billing System which was begun in 1988, by the billing staff. Software systems for capturing and processing meter readings have been put on line and are now awaiting installation of the final billing system. Once again, the billing staff processed over 40,000 utility invoices during the year, and resolved numerous cus-

tomers inquiries.

Due to the increased costs of wholesale water purchased from the Massachusetts Water Resources Authority (MWRA) the Selectmen voted a water rate increase of \$0.25, on February 1, 1989. This established the water rate at \$1.90 per hundred cubic feet, and allowed for continued full cost recovery of the water system.

On February 16, 1989, the Department of Environmental Protection declared a Water Supply Emergency in response to the worsening water yield at Quabbin Reservoir. Conditions of this order required Brookline to devise and implement a Drought Contingency Plan which addressed varying levels of water use reduction up to 25%. The drought conditions persisted through the summer and forced the Division to put watering bans into effect.

As a result of changes to the Massachusetts Drink-



Singletree Hill water storage tank: 1.7 million gals.

ing Water Regulations, the Division was required to implement a program of Cross Connection Control to identify and protect potential cross connections between the potable drinking water supply system and any non-potable water systems. The program, begun in 1989, involves surveying all commercial and institutional facilities and residential irrigation systems for compliance with the regulations, as well as the inspection and semiannual testing of any backflow preventer devices installed to isolate the hazard.

For the first time since 1968, the interior of the Singletree Hill water storage tank was completely re-

stored with an epoxy-based paint system, as recommended by the American Waterworks Association. The project was completed by John W. Egan Company of Newton, at a cost of \$78,000.

In November, The Director of the Water Division, who has been the Town's designee to the MWRA Advisory Board since its creation in 1985, was elected to the position of Vice Chairman of Operations. The MWRA Advisory Board represents each of the 60 cities and towns that make up the MWRA and has oversight powers over Authority operations.

Park Division

The DPW Park Division continues to work cooperatively with the Park and Recreation Commission, the Recreation Department and interested public spirited citizens on all Park matters.

Plans for renovation of Corey Hill Park, Coolidge, Lawton, Linden Park, and Linden Square are complete. Coolidge and Lawton Parks are scheduled to go out on contract. The work at Corey Hill Park is essentially finished.

Extensive Public Hearings were held regarding the renovation of Larz Anderson Park. Specifications are being developed and the project will be ready to go out to bid.



New Zamboni Ice Machine at Larz Anderson Skating Rink with Park Director Paul Willis.

After lengthy discussion with the Park and Recreation Commission, the Putterham Meadows Golf Course has been put out to bid for contract maintenance. The Park and Recreation Commission and the Park Division worked to develop a comprehensive set of maintenance specifications. The maintenance contract, if awarded, will be for one year only, and may be renewed for two additional years at the discretion of all parties.

The Park Division is striving to improve the quality of

its programs and the delivery of services to the Town.

A major effort was put into rebuilding all of the major baseball infields. Infields were stripped of unwanted weeds and grass. Infield mix, a special preparation of sand and clay was then applied to the infields, resulting in a superior playing surface.

A new Turf Evaluation Program was developed to extend the wear resistance on the Town's athletic fields. Utilizing the computer-generated Maintenance Management Program, turf grass fields were evaluated for grass species, soil compaction, and invasive weed varieties.

The Flower Planting Program was improved this year through the introduction of new self-propagating flower bulb varieties. The bulbs were planted in areas that promoted neutralization to reduce future costs while beautifying the Town.

In response to substantially larger volumes of refuse in the Park System, more Park staff were assigned to cleaning up the parks. Trash routes were revised to allow for increased stops and pick-up frequency.

At Putterham Meadows Golf Course, sections of the 18th fairway were excavated and new drainage pipes installed. All tees were overseeded three times during the growing season in response to increased turf grass wear.

The Special Park Assignment Program, allowing for one full-time seasonal person at each of the major parks was implemented. A marked improvement in the appearance of the designated parks was seen. The Program will continue to be evaluated and upgraded as resources permit.

A major accomplishment this year has been the increased involvement of volunteers in planting flowers, cleaning up parks and open-space areas, and assisting in fund raising for special projects. It is to the citizens of the Town that care for their parks that special credit is due.

SCHOOL GROUNDS

In cooperation with Parent Teacher Organizations

and School Officials, a new Tree Planting Program was implemented in order to beautify school grounds. More than 15 ornamental trees were planted as a part of school projects.

Unfortunately graffiti and vandalism increased, not only on parks, but on school grounds as well. A quick response graffiti removal team was created to remove offensive graffiti as soon as possible.

The Parent Teacher Organizations cooperated with Park staff to develop school grounds maintenance schedules. The schedules allowed for a maximum use

of school playground by students while giving Park staff the necessary time to maintain the areas.

Renovation plans for hard surface play areas outside school buildings were developed and evaluated. Lengthy discussions were held to determine and resolve use patterns at all basketball courts adjacent to school buildings, in particular at the Driscoll School.

One Park Maintenance staff member was assigned to each large acreage school ground area to increase overall maintenance and reduce costs due to vandalism.

Forestry Division

The Tree Planting Committee, together with the Forestry staff continue to take a leadership role in protecting and preserving the Town's unique and extensive inventory of tree species. Mr. Edward Sylvester, Forestry Supervisor, distributed more than 500 seedlings to school groups as part of the Tree Planting Program for Arbor Day.

A new tree species planting list was developed, after extensive research, for disease and drought resistance.

Meetings were held with neighborhood associations and interested citizens to promote additional funding for special tree planting. The Tree Planting Committee

assisted in developing a new street tree planting format with improved specifications.

Utilities with overhead wire systems met regularly with Forestry Division Director, Paul Willis, to devise tree pruning techniques that provide utility access while minimizing injury to street trees.

The Mason Square Tree Pruning Program was begun in March and completed in record time, well ahead of schedule.

With continued assistance from Community Development Block Grants and private funds, the Beacon Street Tree Planting Program was initiated.

Cemetery Division

The Cemetery Trustees met regularly throughout the year to set policy for Walnut Hills Cemetery, manage cemetery funds, and approve purchases of cemetery plots. Their efforts, together with cemetery staff, contributed to an efficient and well run cemetery. Application was made for funding to restore and preserve historic markers through local and state sources.

Cemetery rules and regulations were reviewed and revised. New fee structures were developed and approved.

The appearance of both the Walnut Hills Cemetery and the Old Burying Ground were improved through the planting of spring flowering bulbs, specially selected ornamental trees, and annual flowers.

Conservation Commission

The Brookline Conservation Commission, the only local public agency providing environmental protection to all citizens of Brookline, is responsible for the enforcement of environmental regulations, the protection of natural resources through the preservation of open space, and the coordination of environmental education programs. As public grant funds became increasingly difficult to obtain, the Conservation was able to secure private funding to maintain and expand its program of technical environmental studies and to open the first barrier-free nature trail in the state.

Two new Associate Members were appointed to the Commission by the Board of Selectmen, Dr. Philip Leder and Jed Mannis. The Commission met regularly throughout the year.

CONSERVATION AREAS — In 1989, the Commis-

sion achieved its long-term goal of creating a nature trail in the Amory Woods that is accessible to all people regardless of their physical abilities. Since the Amory Woods was first acquired by the Town in 1977, the Commission strived to create a barrier-free facility to accommodate the maximum independent use and enjoyment by all citizens. On May 21, the Amory Woods Barrier-Free Nature Trail was officially opened at a ceremony featuring addresses from Lieutenant Governor Evelyn F. Murphy and Chairman of the Board of Selectmen, Jeffrey P. Allen. The Commission raised over \$25,000 to install handicapped accessible benches and interpretive nature signage, restore an historic gazebo, publish a brochure, and provide landscaping.

The Amory Woods Trail is one of very few natural areas in the country to be designed and improved to

provide complete accessibility while preserving the natural environment. In August, the Amory Woods was the site of a state-wide conference to demonstrate the importance of providing access to the pleasures of the natural world to everyone.

At the Hall's Pond Sanctuary, a new stone dust path was installed and fencing repaired. The Friends of Hall's Pond donated landscape services that included tree pruning, lawn care, and new plantings.

To create a nature trail at the Lost Pond Conservation Area, the Commission received a grant for the development and production of signage. The Friends of Lost Pond have generously committed themselves to donating the funds to manufacture and install the signs.

Throughout the year, Friends' groups conducted clean-ups, trail maintenance, and nature programs at all of the Conservation Areas.

ENVIRONMENTAL PROTECTION — In 1989, the Conservation Commission, in cooperation with the Boston University Geology Department, completed a study of the water quality and hydrological cycle of the Muddy River. Originally conceived as a supplement to the water quality improvement program conducted by the Massachusetts Executive Office of Environmental Affairs, this study became the only investigation to perform water quality testing on a range of important parameters. Over \$27,000 in private funding was obtained to make this research possible.

The Commission initiated an environmental study of erosion control and invasive vegetation removal along the Muddy River. Begun in July, the 10-month study will provide data to assist with planning to restore the Emerald Necklace Parks.

A flood management database was created to facilitate administration of and certification of flood hazard zones to comply with Federal Emergency Management

Agency regulations. Over 350 flood zone determinations were made in 1989.

Following the introduction of new regulations under the Massachusetts Wetlands Protection Act, the Commission developed a new computerized database to improve record keeping and to facilitate enforcement. The Commission issued three Determination of Applicability, three Orders of Conditions, and two Certificates of Compliance.

Throughout the year, the Commission responded to emergencies that included oil spills, air and noise pollution violations, and intrusions into wetlands.

OUTREACH/EDUCATION — The Commission conducts nature walks, delivers lectures, and conducts a variety of environmental education programs throughout the year. One of the most popular is the annual Bat Walk held this year at Lost Pond in October.

The Commission produced a number of educational materials including a poster celebrating the opening of the Amory Woods. The Commission raised the private funds necessary to produce these materials.

INTERDEPARTMENTAL/INTERAGENCY ASSISTANCE — The Conservation Commission represents the Town's interests in a two-year Environmental Impact Review being conducted by the Federal Aviation Administration that will determine the future of airplane noise over the Town. Begun in September, the study developed alternative flight procedures for airplanes using Logan Airport's runway 27.

The Commission assisted the Massachusetts Department of Environmental Protection in the production of a water quality improvement plan for the Muddy River.

Throughout the year, the Commission provided technical review of projects relating to pollution, flooding, open-space management, and environmental quality.



Present Highway Garage at Kendall Street

TRANSPORTATION

The Transportation Department serves as support to the Selectmen appointed Transportation Board. In addition to assembling data for monthly Board meetings, the Department responds to the needs of Town citizens on a daily basis. Quick response was needed on November 13, 1989, to the State Department of Public Works announcement that the Hammond Street Bridge was to be closed. Signs, detours were in place to direct some 15,000 cars a day away from residential streets. Residents of LaGrange Street called for a truck exclusion to relieve them of this heavy, dangerous traffic. Contacts were made and support gained in Newton and Boston; additional work must be done to gain approval from Dedham and Needham. The results of the effort is unclear as we enter 1990.

Another long-term goal of the Department is the resignalization of the Boylston Street (Route 9) Chestnut Hill Avenue, Lee Street and Heath Street intersection. This project has been under design, discussion and review since 1972. One of the "1,000 worst intersections" in the State for a number of years we continue to struggle to find some common ground with residents, the State DPW and the Federal Highway Administration. On a more positive note, the Functional Design Report for the intersection of Cypress, Kendall and Rice was completed "in-house" and submitted to the State for review. Signals for the pedestrian crossing at Beacon Street and Marion Street near the MBTA station were completed. Contract documents were prepared for a 1990 bid proposal for signal modernization at Aspinwall Avenue and Kent Street.

The Department took over control and operation of seven parking lots in December. Over 300 new parking meters were ordered and installed for daily use providing 3 hour and longer term 5 hour meters. A new ticket

dispensing machine was installed to provide 53 guest parking spaces and 250 residents were contracted with for overnight sticker parking. The Department will bill customers on a quarterly basis. Conversion parts for almost 800 meters were ordered to accept 25 cent coins instead of nickels and dimes. New meter locations were explored and approval given for this revenue source.

Responsiveness was the key word with citizen complaints about the MBTA operation. New rubberized crossings were designed for four crossovers on the Beacon Street C line at Coolidge Corner. The Department also coordinated the ongoing contract to replace the catenary system on the C and D lines. The taxi industry subsidization of the Brookline Elder Taxi (BETS) Program was increased due to interventions of the department staff.

The negotiations with Boston University over a proposed 2,300 bed dormitory and 10,000 seat sports complex were completed and specific requests for modification to the proposal and demands for capital improvements necessary to accommodate such a development were forwarded to B.U. and the State as part of the design review.

Eighty-five issues were addressed by the Transportation Board at fourteen public meetings. As a result of these meetings, sixty-nine sign and pavement marking orders were issued and 47 traffic counts, speed and pedestrian counts were taken.

Linda Golburgh and Joan Pollard resigned from the Transportation Board at the end of their 1989 terms. Ms. Golburgh served as a member of the Board since 1980 and was and was Chairperson 1981, 1982 and 1983. Ms. Pollard served as Chairperson in 1988. We applaud and thank them for their service to the Town.

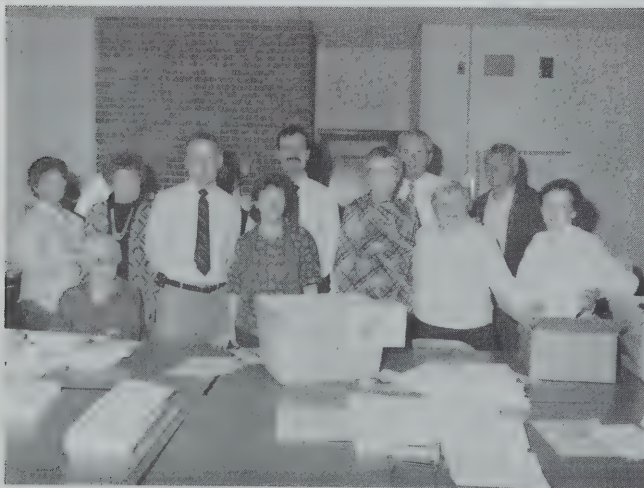
RECREATION

Introduction

1989 was a year of change and transition for the Recreation Department. Dr. Evelyn Kirrane an employee of the Town for 40 years and Mrs. Marsha Provizer, an employee for 30 years ended their distinguished careers. These professionals will always be respected by young and old alike and past, present and future Park and Recreation Commissions will be eternally grateful for their many years of meaningful contributions.

A time of transition

These retirements added an extensive search process to the workload of the Park and Recreation Commission as 1989 began. Chairman Walter Elcock and his search committee completed a thorough nationwide search by early May and Dr. Matthew J. Pantera was hired as Brookline's new Recreation Director. Dr. Pantera began work May 15, 1989 after serving the Town of Weston Parks and Recreation Department for seventeen (17) years. Dr. Pantera's background also includes experience with the City of Waltham, Massachusetts, New York State Parks, the Buffalo Bills of the National Football League and varied teaching assignments at local universities and colleges. Prior to his arrival in Brookline he developed Weston's Department into an organization formally recognized as one of the top four Park and Recreation Departments in the United States. The appointment of Dr. Pantera symbolized a new direction and since May, the Commission's agenda has been addressed through a multitude of accomplishments that provide for sound building blocks for the future.



Citizen Volunteers help sort the Recreation program book.

Accomplishments

The words safety and quality coupled with sound business management decisions describe the underlying approach to problem solving methods that were put in place at various sites. Noteworthy among the accomplishments are the following achievements.

1. The pool was recertified and regular rescue drills were practiced by the staff.
2. The summer camp was restructured and moved to the Heath/Warren site. Moreover, the School Department, through the School Committee, expanded its cooperative relationship with the Department by allowing the camp the full use of school facilities on a day-to-day basis.
3. The press embraced the department and offered expanded coverage. A program book and calendar supported through donations was mailed to the 30,000 homes throughout Brookline.
4. A central program control center was established in a third floor office space at the Lynch Center for the Recreation Leaders. A 24 hour telephone program information line was added for the convenience of the public.
5. Twenty-two new self-supporting programs were added at no cost to the taxpayer. Some of these included: after-school ski lessons for elementary students, teen trips and skiing and pizza nights, teen dances, two new ice hockey instructional leagues, the first ever Great Pumpkin Contest (thank you Safety Officer Leo Conrad), a youth basketball instructional league, a skate rally, a Saturday Mini-Camp, and selected special events and workshops to name a few.
6. A monthly newspaper called the "Senior Scene" was printed and distributed to the members of the Golden Age Club and winter day trips were also initiated.
7. A teen advisory council was established. Twenty two (22) students representing every elementary school now serve as adjunct members of the Park and Recreation Commission as they plan teen events.
8. Volunteer involvement was encouraged and one example of this aggressive recruitment program resulted in 37 parents stepping forward and offering their services coaching the 263 children who registered in the youth basketball league. Thank you again Dr. James Walsh, Superintendent of Schools, the Principals, and distinguished members of the School Committee for allowing the Recreation Department and these volunteer residents the use of the school gyms at no cost.
9. Administratively, the department was streamlined. Thanks to the Board of Selectmen, Town

Administrator Richard T. Leary, and efforts on the part of the Personnel Office, the organizational structure of the department was strengthened for the nineties when staff were transferred into hands on program delivery slots and two long time leaders were promoted into day and night-time operation manager positions. The nineties look bright even with a stream-lined staff simply because these personnel have been assigned to the most productive job responsibilities.

10. A third floor office space at the Lynch Center was rented to a nonprofit group called Parents with Toddlers.
11. The privatization of the Putterham Golf Course was investigated at the request of the Board of Selectmen. Preliminary findings indicate that a Contract Maintenance program coupled with adjusted rates could save the Town 1.5 million dollars in operating costs over the next 10 years, and it could produce up to \$1,000,000 in Capital Improvement funds for recreation facilities and \$1.5 million in new general fund revenues during that same time span.
12. An initial effort was made to encourage private sector donations. Several altruistic residents and businesses presented donations including Cho-

bie Hoy who donated \$1,000 for a hot-air balloon lift for campers. Police Chief George Simard and President of the Brookline Police Association, William Riley, also presented a check for \$1,060 for the Evelyn Kिरrane Camp Fund. Thank you to everyone who donated time and money and a special thanks to Ed Clasby, Purchasing Director who risked life and limb during the balloon launch picture taking session.

The future looks bright

A year of change and transition like 1989 can be characterized as exciting. Only through numerous hours of hard work are accomplishments like the ones above achieved.

Dr. Pantera indicated upon his arrival that the Brookline Recreation Department could produce Gold Medal Programs through a joint effort by the press, the politicians, the staff, and the clients served. Thank you to everyone who helped and especially to every Town department and agency who toil quietly without adulation. The year 1989 bore witness to the fact that together through hard work Brooklineites of all ages can experience safe quality leisure endeavors. Even under the extreme fiscal constraints facing us in the year ahead, we can take refuge in our spirited campaign to enjoy life rather than being weighed down. The Brookline Park and Recreation Commission and its staff is optimistic for the nineties and we hope everyone can "catch this spirit" through full participation in the life long leisure time pursuits available to them.



Private donations proved to be valuable additions at the summer day camp programs.



Recreation Director Dr. Matthew Pantera with children at Soule Day Camp.

PUBLIC SCHOOLS

The Schools and the Students

Eight K-8 elementary schools feed into Brookline High School. As of October 31, 1989 there were 5,458 students enrolled in the Brookline Public Schools in grades kindergarten through twelve; 3,638 in the elementary schools and 1,820 at Brookline High School. Some 438 of these students require help with their English, either in the English as a Second Language Program (ESL) or in a Transitional Bilingual Education (TBE) program. These students represent 28 language groups, with Hebrew, Chinese, Japanese, and Spanish accounting for 75% of these students. The non-white population of the school is 25%; 11% Asian, 10% African American, and 4% Hispanic. The 1983 Senior Class gift was a set of flags, one for each nation represented by Brookline High School students. There were sixty flags.

Today we teach students with a wider range of needs, yet our students continue to be academically successful: a higher percentage of Brookline High School graduates go on to four year colleges than fifteen years ago; College Board scores have increased over the past five years; and Brookline's scores on state curriculum assessment tests in mathematics, science, social studies, and reading are dramatically higher than the state average and considerably higher than communities similar to Brookline.

The Staff

Brookline employs more than 600 teachers, counselors, and administrators in its schools. In September, we welcomed forty new staff members. The new staff

representing a broad range of experience, education and background, will enrich and strengthen our programs. The administrative staff includes three Assistant Superintendents, a Director of Personnel, eight elementary Principals, a High School Headmaster and Assistant Headmaster, Curriculum Coordinators and Supervisors of the Libraries and Adult and Community Education program. The activities of the professional staff are supported by approximately 200 Civil Service personnel.

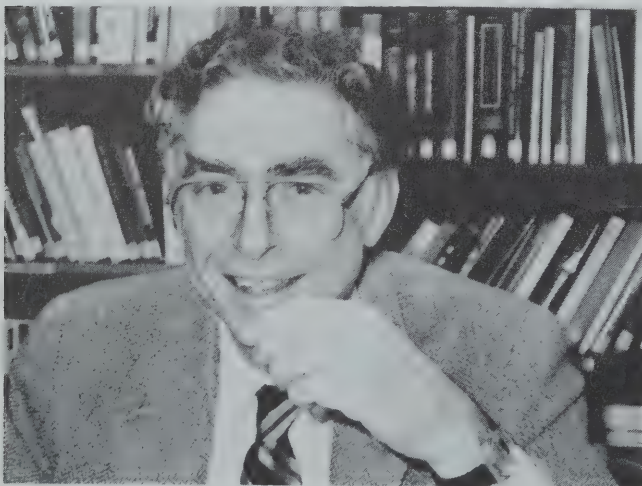
Our staff assumes leadership roles in the development of exemplary curriculum and instruction.

Molly Murphy of the Lincoln School is this year's *Massachusetts Teacher of the Year*.



The National Council for Teachers of English has designated the Michael Driscoll Elementary School a Center for Excellence for its outstanding program, "Learning Through Literature in a K-8 School." The program includes students reading a wide variety of books from classics to contemporary, primary grade students producing their own books, upper grade students exploring sophisticated literary issues, and seventh grade students working with first grade students to produce picture books. This award also recognizes the extraordinary commitment of Driscoll staff to professional development activities in writing and reading.

The National Endowment for the Humanities has awarded Brookline a grant to conduct a humanities institute, "The Writer's Eye," from January 1990 to June 1991. This \$259,000 grant, under the direction of Naomi Gordon, Elementary Curriculum Coordinator for Language Arts, was the only national institute grant made to a public school system in the country. The "Writer's Eye" will offer a four-week summer program on *Dialogues of Plato*, *Gulliver's Travels*, *A Room of One's Own*, *To the Lighthouse*, and *One Hundred Years*



Jerry Kaplan, Principal of the Devotion School, is currently Principal in Residence at the Harvard Graduate School of Education.

of *Solitude* at Brandeis University and follow-up activities during the 1990-91 school year. The Institute faculty includes Brookline teachers and university scholars from Brandeis University, Simmons College and the University of Massachusetts (Boston).

Planning for the 1990's

Comprehensive planning in a variety of areas is underway in 1989-90. Administrators, teachers, parents and community members are involved in reviewing and strengthening our programs and planning for the future.

Enrollment Committee: A committee composed of parents from each elementary school and representative staff have been working over the past year to develop thoughtful, long range plans to ensure enrollment and program equity among our schools. This committee's work is particularly important given the town's changing demographic profile.

Task Force on Career Education: This commitment of staff, parents, and citizens is reviewing all of our career education programs and activities to increase their effectiveness and ability to serve a broad spectrum of students.

Lincoln School Initial Advisory Committee: This town-wide committee composed of parents and community members is conducting a comprehensive review to provide the most cost effective, educationally sound long range plan for the Lincoln School. The Committee has held public hearings and made a presentation to the School Committee on February 13.

Agenda for the 90's Committee: This group of parents, staff and School Committee members is engaged in considering our most challenging and important task—developing recommendations for Brookline's education in the 90's. The Committee's charge contained four goals for the school system:

- Strengthening the academic agenda;
- Providing more responsive and effective management operations;
- Committing the school system to equity in program enrollment patterns, and allocation of resources; and
- Increasing the schools' community and institutional support.

The Committee has moved beyond the initial charge and is developing values and recommendations that will be the foundation of educational excellence for the Brookline Public Schools.

Brookline Adult and Community Education Program

The Brookline Public Schools' Adult and Community Education Program, the largest non-credit public education program in Massachusetts, has expanded the concept of learning throughout the Brookline commu-

nity and beyond.

Offering a curriculum of over 350 courses in addition to special and on-going civic projects during the fall, winter and spring, the program has grown to over 15,000 enrollments. The program encompasses courses for families with preschool-age children (at the *Brookline Early Childhood Resource Center*) school children, introductory language training for new residents, and senior citizens.



Standard adult courses include humanities, music, dance, exercise, arts, business, and investment on varying levels. The highly qualified instructors are drawn from Brookline and neighboring towns, and include artists, entrepreneurs, skilled craftspeople and professional educators.

This past year the Program was honored by the Massachusetts Association for Adult and Continuing Education by naming Brookline Adult & Community Education Program Director, Linda Larson, the Massachusetts Adult Educator of the Year. Also the Brookline Chamber of Commerce gave special recognition to the Brookline Adult & Community Education Program for its service to the community and for its administrative success as a self-supporting program in a public context.

Throughout the year, the Brookline Adult & Community Education Program sponsors a number of special events: such as the **McKenzie Lecture Series**, which has included Elie Wiesel, J. Anthony Lukas, and Archibald Cox, and this year presented economist, Dr. James Howell on a timely topic, "Maintaining Educational Opportunity and Quality in an Environment of Economic Scarcity"; and the **Superintendent's Symposium**, which brought former Commissioner of Public Health, Dr. Deborah Prothrow-Stith to Brookline last year. **The Issues in Social Justice Series** is a forum for important social, political, and legal issues. During 1989-90 this series included a special lecture, for the China Scholars Coordinating Committee, by Professor Kathleen Hartford of the Fairbank Center for Asian Studies at Harvard

discussing "The Roots of the Crisis in China," also "The Labor Market: Problems and Perspectives for the Highly Educated" with Professor John Dreijmanis; and a two part series, "the Politics of Betrayal: China's Suppression of Tibet," coordinated by Ann Spanel, Regional Director of the U.S.-Tibet Committee. The Brookline Adult & Community Education Program also presents musical events and concerts featuring outstanding musicians from the local, national, and international scene. In celebration of Black History Month, its **Gospel Jubilee**, held at the First Presbyterian Church in Brookline, featured four outstanding gospel groups from the Greater Metropolitan area.

Ongoing co-sponsored courses with various town agencies, such as the Council on Aging, Brookline Community Mental Health, and the League of Women Voters, include such programs as a popular series sponsored with the Chamber of Commerce, entitled "Condominium Management."

With an initial grant from the Brookline Community Fund and generous donations from the Brookline Historical Society and Chobee Hoy; and in cooperation with and co-sponsored by the Brookline Historical Society and the Historical Commission, the Brookline Adult and Community Education Program has organized and is coordinating the Brookline Archive of Living History. The goal of the project is the creation of an on-going, public "living" archive of Brookline history, available for use by the people of Brookline. The materials to be developed in this project, which include research papers, video

interviews, photographic portfolios and autobiographical accounts, will be collected, assembled, and catalogued in the Brookline Room of the main branch of the Public Library.

This past year, members of *Telling Your Story: Senior Seminar in Autobiographical Writing*, a Brookline Adult and Community Education Program course for older citizens co-funded by the Council on Aging, saw the publication of their work in a volume published by BA&CEP, titled *At the Center of a Life*. This volume, along with photographs and video tapes, was presented to the Brookline Public Library for public circulation and viewing. Copies of the book are available from the Brookline Adult and Community Education Program at \$10 each.

The *Telling Your Story* group has continued to meet throughout the year, with plans for a second volume, funded by proceeds from the sale of the first. This year we hope to make a number of videotaped interviews of older Brookliners.

Through its proud tradition of public schooling, the "business" of Brookline has always been education. The Brookline Adult and Community Education Program has built on this tradition, expanding the concept of public, community education to serve the many different constituencies which make up the Brookline community. Our goal is to continue to bring the community together in its essential work—educating for the improvement of the quality of life for all its members.

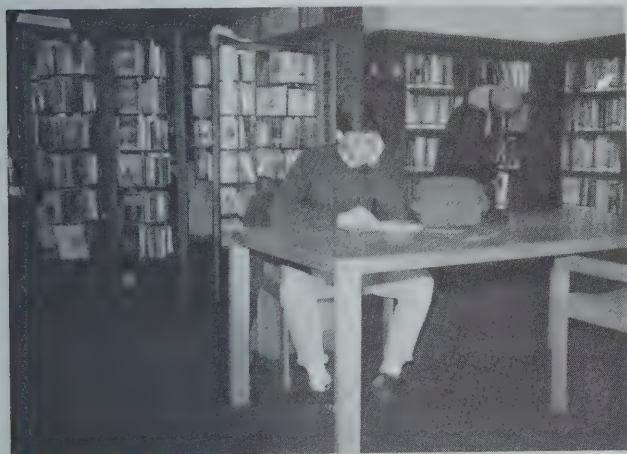


Loyce Gill (right) discussing strategies for use with children in the Homework Center.

LIBRARY

This past year has been a year of innovation, improvement and growth in the range and quality of the library's programs and services.

The staff was creative, cooperative and productive in mastering the complex behind-the-scene work required to build our automated circulation system. The Trustees explored new sources of revenue to ensure stable future funding of our library collections and services in the face of shrinking municipal support. And the public visited the library in encouragingly growing numbers.



Serving the needs of a diverse public.

Despite an operating budget appropriation for FY-89 that did not even keep up with inflation and subsequent cuts in FY-90, during the past eighteen months we were able to

- See systemwide circulation grow in 1989 by 4.6%, the largest annual increase in the past twelve years.
- Select, catalog and add more than 20,000 volumes to the library's collections.
- Produce a computerized list of the library's periodicals holdings for use at all public service desks.
- Produce machine-readable records for all newly purchased library materials, as well as for 137,000 older items for inclusion in the library's new computerized circulation system.
- Create machine records for almost 20,000 borrowers.
- Begin producing monthly financial reports using link to Town Hall's computers.
- Prepare a detailed plan for the preservation of library holdings.
- Improve the public's access to current sources of information through CD ROM and telefax technologies.
- Establish a rental collection of popular titles at the Coolidge Corner branch.

- Install cabling and electrical wiring at the main library and both branches for all 72 terminals of the library's circulation system and online public access catalog.
- Expand our collection of Russian language books, newspapers and magazines.
- Develop a Russian language introduction to the library.
- Produce the library's first fund-raising test mailing.
- Conduct a survey of library users to identify what service improvements are desired.

During this same period we also were awarded more than \$100,000 in federal and state grants and private gifts. These funds were used to

- Produce a Chinese language resource guide to the library;
- Preserve Brookline manuscripts through micro-filming;
- Enter the library's 1,300 periodical titles into the New England Union List of Serials (NEULS) database;
- Establish a weekly program of classic films from the 30's, 40's and 50's at the main library; and
- Improve library service to senior citizens at the Coolidge Corner branch.



Children's Room staff member JoAnn Henry with her creative artwork.

Children's Services

Children's services responded well to the loss of both branch children's specialists who resigned for personal reasons. A temporary children's librarian at Putterham expanded its programming with very good results; existing staff maintained programming and collection development activities at Coolidge Corner. We have now hired permanent, full time children's librarians for both branches.

Publishing for Literacy Project

Need I Say More, a literary magazine of adult student writings created by the library with the Adult Literacy Resource Institute, met with enthusiastic acceptance in the literacy and library communities. The project's goal is to provide high quality adult literacy materials to students, teachers, tutors and librarians. Originally funded by a grant from the Massachusetts Board of Library Commissioners, it has received continued funding from the Massachusetts Department of Education and has expanded its goals to include sponsoring workshops and writing retreats for participants in adult literacy programs.

Information and Referral Project

The library has published *The List* (Library Information Service Terminal), a brochure describing Brookline's municipal services in English, Chinese, Russian and Spanish editions to assist newcomers, especially persons from abroad, in accessing the services of the Town's agencies and departments.

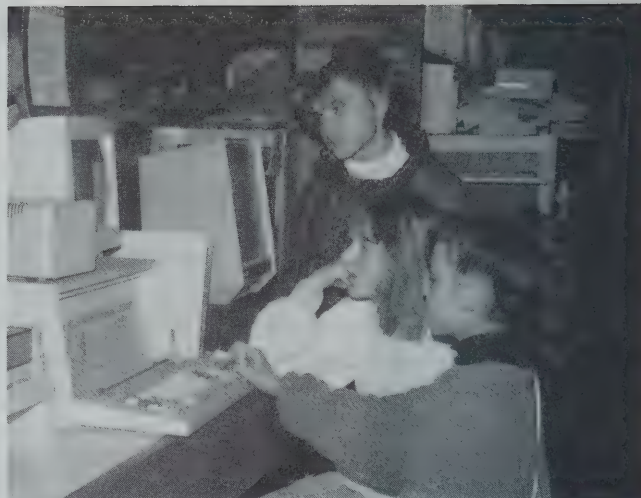
What To Expect In The Coming Year

1) Increased Efficiency Through The Application of Technology

Following the successful transfer of our catalog tapes in the Metro Boston Library Network's system, the merging of several disparate databases in Boston, and the delivery of our laser scanners, we are ready to bring up our automated circulation system in February 1990.

For the first few months both the old and new systems will be in use. When the old photocharging system is phased out in mid-1990, some of the new system's promised efficiencies — including more staff time devoted to direct public service and a better understanding of how our collections are used — should begin to become apparent.

We plan to introduce our online public access catalog



Automation, it's here!

(OPAC) to the public in 1991. The staff is already working to design the material that will explain this computer-



Liz Mellet, Young Adult Librarian, standing at her new book display.

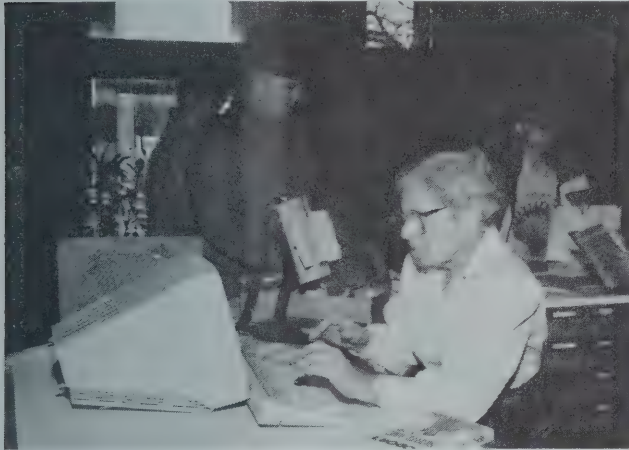
ized, multi-library card catalog to our patrons. The same bibliographic database that was created for the circulation system will be used to support the online catalog.

2) Library Collections More Accessible And Easier To Use

The library currently uses a classification scheme developed in the 1940's. We plan to adapt the 1989 edition of the Dewey Decimal Classification System to modernize the call numbers for several key subject areas. Browsing for books on these topics will be both easier and more pleasurable for the public.

3) An Improved Physical Environment

If our Capital Improvements Program request for FY-



Volunteer Frieda Zeidman checking in books.

91 is funded, the main library's outworn carpeting will be replaced on all floors. Stairways are currently being recarpeted. This should make the library safer and more attractive. After the carpet is installed we plan to move bookshelves, cabinets and other furniture to improve physical access to collections in the art/music and reference rooms.

4) Improved Delivery of Services To Library Users

With the Friends of the Library we have worked to expand our program of library volunteers. They assist at busy circulation desks, deliver library materials to "shut in" patrons, sort and mend library materials, and perform many other useful tasks. Creative use of volunteers in the coming years is bound to improve our services at no increased cost.

5) Activities To Promote Public Awareness And Use Of The Library

In 1990 our children's room will celebrate its 100th anniversary. Brookline established the first separate children's room in a public library in the United States. A splendid committee representing the schools, business people, parents and librarians are planning to celebrate this historic event in grand style.

PLANNING AND DEVELOPMENT

Planning Board and Planning Department

Organization and Function

The Planning Board is a five-member citizen committee appointed by the Board of Selectmen to serve in an advisory capacity on Town planning and community development issues. Chairman Herbert L. Shivek was reappointed for a full five-year term.

The Planning Department serves as staff for both the Planning Board and the Board of Selectmen. The Department, with six full-time professional planners plus the Housing Rehabilitation Office, is administered by Planning Director Jay Woodward, who is appointed annually by the Board of Selectmen. Clerical support is provided by Senior Secretary Linda Hickey and CD/Rehab Secretary Derick Yung. In addition to Department staff members serving on a variety of local and regional task forces during 1989, Jay Woodward continued as Brookline's representative on the Metropolitan Area Planning Council.

Zoning & Development Review

The number of Board of Appeals cases reviewed by the Planning Board and Department this year rose significantly from 54 cases in 1987 to 83 cases in 1989, including 19 cases subject to design review. Signs, awnings, and facade design review cases amounted to 94, bringing this year's total of zoning and design review cases up to 177. Senior Planner James White and newly appointed Planner Polly Selkoe handled the Board of Appeals cases, while Senior Planner Ty Zeigler, assisted by Design Consultant John Furlong, handled the majority of design review proposals.

Significant development proposals reviewed by the Planning Board and approved by the Board of Appeals

included a new two-story bank and retail building at 1228 Boylston Street, imaginative re-use of warehouse/garages into townhouses at 42-54 White Place, and new townhouses replacing a derelict house and parking area at 227 Fuller Street. Also of note are the completion of 29 new condo units at 25 Marion Street and the major renovation of the bank and office building at 1 Harvard Street, including restoration of the ground floor facade.



New condominiums-25 Marion Street.



New townhouses-227 Fuller Street.

Many new and attractive signs, facades, and awnings were reviewed and approved by the Planning Board in the Town's commercial areas. Of special note were those done in combination with whole building renovations such as the architecturally appropriate renovation of 900 Commonwealth Avenue which resulted in converting the warehouse into attractive retail and office usage including the Gap, Thayer Pharmacy, and a parking garage. Other very attractive facade-sign-awning combinations include the Alden Merrill Cheesecake Co. in the triangular building at 1353-1361 Beacon Street, the facade renovation and replacement of an oversize sign (Circle Paint) and other store signs at 185-203 Harvard Street, and the Golden Temple Restaurant at 1651 Beacon Street.



185 - 203 Harvard Street.



900 Commonwealth Avenue.

(Examples of commercial design review)

Comprehensive Plan

As the culmination of a three-year review process, the Comprehensive Plan and Zoning-By-law Review Commission submitted the recommended text of the revised Comprehensive Plan to the Planning Board which formally adopted the Plan on April 13, 1989. The 1989 revision of the Comprehensive Plan of the Town of Brookline has been printed, and copies are available at the Planning Department. The Plan's proposals are expected to become a major focus for both the Planning Board and Department over the next several years.

Community Development Block Grant

The Town of Brookline hit a milestone in 1989: the fifteenth year that CDBG funds have been provided as resources to the Town to help meet the needs of persons with low and moderate income. Although our grant was slightly below the \$1.2 million funding of the previous year, twenty-five programs and activities benefited. CD Administrator Gail Lewis has continued to prepare the CDBG Application and Performance Report, monitor grantee agencies, and assist the Council for Planning and Renewal CD Committee, the Town's advisory citizen group co-chaired by Dixon Bain and Marian Parker. During National Community Development Week, a Certificate of National Excellence award was presented to the Humanity House. This project demonstrated how the public and private sector can work in concert to build a better community. This award was one of many given around the nation for innovative use of Community Development Block Grant funds.

The Planning staff continued to work with the Engineering Division on design plans for CD-eligible parks, including Coolidge, Lawton, the Lindens, and Pierce, plus Town and State-funded Larz Anderson, the Olmsted system, Clark, and Warren. CD-funded rehabilitation was completed at Corey Hill and Longwood.

Throughout the year, invaluable assistance to the CD and Rehab programs was provided by Special Counsel Sara Wallace.

Housing Rehabilitation Programs

The Housing Rehabilitation Office has continued to provide low interest loans, rebates, and grants to low and moderate income property owners and their tenants throughout the Town. Rehab Coordinator Bruce Genest has managed a wide variety of programs, including locally allocated CDBG funds, to provide financial assistance to eligible applicants. Scott Wiegardt continued as Rehab Specialist, working directly with applicants and contractors. Twenty-five properties totaling forty-three units were assisted through this office in 1989, with a total public/private investment exceeding \$600,000.

The Revolving Loan Fund provided twenty households with low interest loans. A total of \$221,000 in loans were made, leveraging an additional \$94,000 of private funding, bringing the total Loan Program rehabilitation to \$305,000.

Three families qualified for the Grant/Rebate Program with \$18,000 being provided through the Housing Rehabilitation Office and an additional \$26,000 of private funding (total rehabilitation \$44,000).

Two Massachusetts Housing Finance Agency (MHFA) below-market-rate Qualified Rehabilitation Loans were completed, totaling \$161,000 for rehabilitation and refinancing of the existing first mortgages.

The Rental Rehabilitation Program (HUD) continued with the commitment of \$60,000 of program funding and an additional \$60,000 of private financing.

Housing Advisory Board

Developing a working set of housing policies and providing affordable housing to qualified residents are

among the most important issues facing the Town today. The affordable housing problem has been severely exacerbated by the Town's extremely low vacancy rate, expensive housing market, and need for increased tax revenues in a time of severe budget constraints.

A critical need in addressing this issue is a planning data base and information system which can provide accurate analyses of specific segments of the Town's housing market to various boards and policy makers. Over the past year, Senior Planner Robert Leigh has been developing and upgrading a database program, several graphics programs, and an advanced statistical analysis package. The system has been used to analyze and present information to the Board of Selectmen, a Moderator's Committee formed to address housing issues, the Advisory Committee, and the Housing Advisory Board.

The Housing Advisory Board, established by Town Meeting in 1987, has a long-term advisory role in housing policy and in planning, implementing, and monitoring housing programs. Staff assistance is provided by the Planning Department. The HAB was requested by the 1988 Fall Town Meeting to report back to the 1989 Annual Town Meeting on the question of limited equity conversion standards for rent-controlled building and the question of what changes, if any, should be made to the regulations related to inclusionary condominium conversion. In response to this request, the HAB prepared and submitted to Town Meeting a limited equity cooperative by-law which was unanimously adopted by Town Meeting and is now in effect. The HAB also provided analyses and comments to the Board of Selectmen on several warrant articles affecting housing.

Council for Planning and Renewal

This year considerable progress has been made by the revitalized Council for Planning and Renewal under its new leadership. New by-laws have been written and have been approved and accepted by the general membership.

The Fall General Meeting was introduced by Selectmen Crowley, who brought greetings from the Board of Selectmen. The meeting centered on the origins and development of the Council.

The Council hosted a well attended panel discussion on MetroPlan 2000. The members of the panel were Charles Ames, Selectman, Herbert Shivek, Chairman of

Capital Improvements Programing and Technical Services

The Planning Board has continued the Capital Improvements Program process, reviewing proposed capital expenditures of Town Departments and evaluating them in terms of priorities, fiscal impact, and relationship to the Comprehensive Plan. The Board has worked closely with the Town Administrator who now includes the Capital Improvements Program within his annual Financial Plan which he submits to the Board of Selectmen.



Rehabilitation of Corey Hill Park.

As in previous years, the Planning Department has provided technical and design services to many Town agencies, citizens groups, and individuals. Department staff attended more than 250 evening meetings during 1989.

the Planning Board, and Michael Berger, President of the Greenspace Alliance and a member of the Executive Board of the CPR. The meeting was introduced by Abbe Cohen, General Chairman of the Council for Planning and Renewal and moderated by Jay Woodward, Planning Director.

In addition, the Council is involved in a new membership campaign. The objectives are to attract those people who wish to bring to the town their time, their energy, and their expertise. Anyone interested in joining the Council should contact Abbe Cohen, General Chairman, c/o Planning Department, Town of Brookline.

Metropolitan Area Planning Council

With the support of Brookline and 100 other communities in the region, the Metropolitan Area Planning Council was able to continue to provide planning services, information, and advice for regional communities

during 1989. Brookline Planning Director Jay Woodward continued as the Town's MAPC representative and is currently serving on the MAPC Executive Committee.

Throughout the year, MAPC concentrated on refining

MetroPlan 2000, the regional growth plan adopted in principle by representatives at the 1989 annual meeting in May. The regional development framework will aid communities in designating potential growth areas based on the availability of infrastructure, and in designating areas where growth should be discouraged.

With a regional plan, growth can be directed so that affordable housing issues are addressed, open space and environmentally sensitive areas are protected, and transportation habits that contribute to traffic congestion and air pollution are changed. At the same time, planned growth can encourage new job opportunities by providing incentives for growth in specific areas. In addition, with a shortage of funds to build new roads or maintain old ones, planned growth encourages the best use of limited resources.

In addition to MetroPlan 2000 planning efforts, MAPC staff produced community population and employment

forecasts, updated the development file and vacant sites survey for each community, and worked with local and state officials on the regional Transportation Improvement Program which lists projects to be funded by state and federal agencies.

This year, representatives from the 21 Inner Core communities, including Brookline, met regularly to discuss common goals, interests and needs — especially affordable housing preservation and the effects of commuter traffic.

On contract from the Federal Aviation Administration, MAPC is working on an Environmental Impact Statement to analyze effects of 10-12 potential flight paths of aircraft departing Runway 27. Brookline is one of the communities affected by the air traffic noise.

In fiscal year 1989, which runs from July 1, 1988 through June 30, 1989, Brookline contributed \$9,974 to MAPC for regional planning services.

Preservation Commission

The Preservation Commission consists of seven regular and four alternate members, appointed by the Board of Selectmen. It administers all local preservation by-laws. In its capacity for overseeing the Historic District By-law, the Commission is responsible for reviewing alterations to properties within the Town's local historic districts, Cottage Farm and Pill Hill. In addition, the Commission reviews proposed demolition to any Brookline building. Staffed by two part-time preservation planners, the Commission is responsible for the identification and protection of architecturally, historically, and archaeologically significant properties in Brookline.

In 1989, plans for the preservation of two of Brookline's most unique resources were realized. After the Commission's vote to delay a permit for the demolition of the Coolidge Corner Theatre, months of negotiation reached fruition when the non-profit Coolidge Corner Theatre Foundation announced its intent to utilize the theatre as a performing arts and cultural center. The Preservation Commission was awarded a citation by the Foundation which noted the role of the Commission in preserving the unique Art Deco theatre.

Another important preservation project undertaken in 1989 was the formalization of plans to restore Larz Anderson Park, a significant historic landscape which is listed in the National and State Registers of Historic Places. A series of meetings and consultations with the Preservation Commission as well as a core of dedicated citizens recognized the prominence of the property and advocated its restoration. The result is a proposal which will include the restoration of the pond and temple, stabilization and repair of the historic walls and decorative iron work of the park, and identification and protection of other landscape features, including remaining



WHEREAS, the Town of Brookline has a rich inheritance of diverse cultural traditions;

AND WHEREAS, the town has a beautiful art-deco theater which was threatened by demolition;

AND WHEREAS, theaters are vital to the promotion of culture, tolerance, and self-understanding,

NOW THEREFORE, BE IT RESOLVED, that
the Board of Directors of
The Coolidge Corner Theatre Foundation wishes
to express its gratitude and the appreciation of
thousands of Brookline residents
to

Brookline Preservation Commission

for your important contribution in helping to save
this unique community resource.

David Kleiler
David Kleiler,
Executive Director

5/10/1989
Date

Nathan Green
Nathan Green,
Chairman



fragments from the Charles Platt-designed Italian gardens.

During the year the Commission also advised on the preservation of two other historic parks in Brookline — Linden Park and Linden Square. The New England Hebrew Academy was assisted by the Commission in

obtaining state preservation money for the successful completion of an important phase of the repair and restoration of the building. The Commission itself procured a matching grant from the Massachusetts Historical Commission to fund the writing and printing of a series of Neighborhood History Brochures.

Over the course of the year, the Preservation Commission and its staff responded to over 250 inquiries for historical information and requests for technical assistance;

worked with the Planning Department in reviewing and commenting on 60 Planning Board cases; reviewed and acted on 40 cases involving restoration or new construction in the town's two local historic districts; received and processed 19 applications for demolition permits and reviewed and commented on 37 applications to the Town Rehabilitation Office. The Commission urges the public to attend its meetings and hearings.

Building Commission

The Building Commission undertook and completed the Pierce School Repair project, a very intense and difficult repair of the building to effect a long term waterproofing solution. Roofs were replaced at the Town Hall, 1936 Wing of the High School, the Devotion and Driscoll Schools, rewiring of the stage lighting at the High School Auditorium, and Phase I Asbestos Hazard Emergency Response Act (A.H.E.R.A.) was completed.

The coming year of 1990 will be interesting with a varied mix of projects; completion and presentation of the Senior Center Feasibility Study, the completion of Phase II of the Highway Garage Site Environmental Study, design of replacement of roofs of 1922 and 1938

A & B Wings of the High School, design of boiler replacement for Lawrence, Baker, and Devotion Schools, design and repairs to the Driscoll School gymnasium, design and installation of dehumidification system for the Town Pool to eliminate moisture and corrosion problems, design and replacement of gym floor at Physical Education Building, design of roof replacement and waterproofing at the Main Library, and Phase II of Asbestos Hazard Emergency Response Act (A.H.E.R.A.) for the School Department.

After many years of dedicated service on the Commission, Christopher Hussey resigned and will be missed. Ellen Goldman was appointed to the Commission.

Brookline Housing Authority

General Information

During 1989, the membership of the Authority was as follows:

Frank M. Moroney, Chairman
 Harriet Bremner, Vice Chairwoman
 Christina Wolfe, Treasurer
 Pamela Goodman, Member
 Frank I. Smizik, Member
 Miles Mahoney, Executive Director

The Authority holds its regular monthly meeting on the second Monday of each month at 7:30 P.M. at the Theresa Morse Apartments, 90 Longwood Avenue.

The following programs are administered by the Authority:

<u>FEDERALLY ASSISTED:</u>	<u>UNITS</u>
Walnut St. Apts. 22 High Street 4-42 Walnut Street	Family 72 Elderly 28
Sussman House 50 Pleasant Street	Elderly 100
Arthur O'Shea House 61 Park Street	Elderly 99

Theresa Morse Apts. 90 Longwood Avenue	Elderly 99
John W. Kickham Apts. 190 Harvard Street	Elderly 99
Section 8 Leased Housing	300
<u>STATE ASSISTED:</u> High St. Veterans 6-30 New Terrace Road 176-224 High Street 186-218 Chestnut Street	Family 177
Egmont St. Veterans 51-85 Egmont Street 338-348 St. Paul Street 209-221 Pleasant Street	Family 114
Trustman Apartments 7-33 Egmont Street 144-156 Amory Street 337-347 St. Paul Street	Family 50 Elderly 34
Col. Floyd Apts. 32-40A Marion Street 19-36 Foster St. Ext.	Elderly 60

Scattered Site	2
Chapter 707 Leased Housing	218

Information on applications and eligibility can be obtained by writing or calling the Authority's central office at 90 Longwood Avenue. Phone 277-2022.

Program Activities

Annual Operating budgets totaling \$3,061,537 were approved by the United States Department of Housing and Urban Development and the Massachusetts Executive Office of Communities and Development. They include operating subsidy payments from the state and federal government of \$1,545,740.

As part of our ongoing modernization at Walnut Street Apartments, hallway, entry (wheelchair access) and community space renovations were completed in 1989. Nearing completion, using FY86 CIAP funds, are the stairway renovations. Planned for 1990: using FY86 CIAP funds, are the renovation of kitchens and baths; using FY87 CIAP funds, are new roofing, heating and hot water systems for the elderly low-rise units, the rehabilitation of 5 units in the family high-rise for handicapped accessibility, new windows, balcony and site improvements.

As part of our ongoing modernization in our state family developments site improvements for 2 courtyards at Egmont Street Veterans development (pathways, open space, planting, play areas and clothes drying yards) were completed in 1989 using CDBG funds. Planned for 1990 is the completion of the third courtyard. Through EOCD funding a revamped work plan for renovation of kitchens and baths at both Egmont Street and High Street Veterans developments has been completed. Work is expected to be substantially completed in 1990.

The Brookline Housing Authority has secured EOCD approval to build 20 barrier free 1, 2 and 3 bedroom units

and barrier free community space at both Egmont Street and High Street Veterans developments. These will be new units. It is hoped that funding will become available in 1990 and that construction could start in 1991.

In 1989 the Brookline Housing Authority received CIAP funding for the installation of sprinklers in two of our elderly developments.

Our leased housing programs, Chapter 707, Chapter 707 Moderate Rehabilitation, Section and MHFA have achieved an occupancy rate of 99%.

The second phase of public area refurbishments in all elderly buildings was completed in 1989.

Using Chapter 707 Moderate Rehabilitation funds, in cooperation with Independence Inc., the service provider, a home for 10 mentally retarded adults was opened in 1989.

Using EOCD funding, the Peter M. McCormack House was opened in 1989. This is a residence for 10 clients of the Mass. Department of Social Services and services are provided by the Brookline Community Mental Health Center. This residence is handicapped accessible.

In September 1989 the Brookline Creative Development Center was opened. Due to funding by EOCD Supportive Services and HUD Day Care Initiative, the Brookline Housing Authority was able to renovate existing space in order to create this day care center to accommodate 15 children. Services are provided by Communities United, Inc. This residence is handicapped accessible. The Brookline Housing Authority is one of only three agencies in Massachusetts to receive such funding from the HUD Day Care Initiative and, we are the only agency to have opened such a center.

The first phase of an agency wide computer system was put in place in 1989. It is planned to have the system completed prior to the end of 1990.

We are proud of the housing we offer; it is safe, sanitary and affordable. We are able to achieve our goals with the cooperation of a dedicated Board, quality staff, cooperative tenants, the support of the Brookline community and funding agency support.



Egmont Street Housing

HUMAN RESOURCES

Health Department

The 1980's, a Decade of Challenge

As we enter the 1990's and look forward to the opportunities of the 21st Century, it is time to look briefly at 1989, the final year in a decade of challenge. Unfortunately, the past year, as with other recent years, was marked by increased demands for health services, newly identified health problems, and reduced budgetary resources. The Brookline Health Department has experienced the familiar pattern of 'one step forward, and two steps backward,' and finds itself approaching a new decade with resources which are inadequate to maintain present services, insufficient to implement even modest program improvements, and incapable of effectively addressing the health needs of a contemporary urban community.

Administration

Two developments brought immediate benefits to the Department and, at the same time, give promise of strength and growth for the future. The appointment as Principal Clerk of a young woman with a range of skills to match her strength and energy has made it possible to consolidate several areas of clerical and support services. The second important area of progress was the development and extension of computer applications within the Department. The two measures are related in that the new Principal Clerk is also the person with particular expertise in computer systems. Her participation has made it possible to provide training and technical assistance to other staff as computer applications have been established in areas of program operations, management, budget control, and record keeping.

Environmental Health Services

Comprehensive inspection services were maintained through the recruitment of two sanitarians, although extended periods of position vacancies were experienced. A great deal of time and energy are required to provide orientation and training to new personnel, but staff-building is a necessary task in assuring the future strength of any organization.

Semi-annual comprehensive inspections continued as the principal feature of the Food Protection program. To enhance the effectiveness of inspection visits, code enforcement procedures were upgraded and pursued vigorously. Contributing toward a higher level of sanita-

tion in local food establishments, Brookline's first of its kind program of compliance surcharges assessed penalties against licensed establishments which were non-compliant or which required more frequent inspections or other enforcement measures. The further development of the computer system makes it possible to monitor inspection frequency and to examine patterns of observed violations.

The Housing inspection and code enforcement program was again a major program activity for the Department. Nearly 1,200 complaints were registered during the year, of which approximately eighty percent involved housing conditions. Each complaint results in a timely inspection. Observed violations lead to the issuance of correction orders, and follow-up inspections are made to determine compliance. Written orders were issued in 527 cases and court action required in 115 cases.

An important innovation will be introduced in 1990, with the issuance of non-criminal tickets as an alternative to existing enforcement actions. It is anticipated that this approach will gain compliance in many cases without the need for time-consuming court action and the fines imposed by ticketing will generate additional revenue at a time when budget constraints are placing a heavy burden on municipal services.

Recognizing the serious health consequences of minors having access to tobacco products, Brookline became the first community in the State to take action to penalize retail establishments selling cigarettes to minors in violation of State law. Ticketing, as a noncriminal enforcement tool, was used effectively in dealing with the unlawful sale of highly addictive tobacco products.

With the encouragement of the Health Department, nearly seventy Brookline homes have been tested for Radon gas. Federal and state experts have identified high levels of radon as contributing to the risk of lung cancer and testing of the residence is the best available method for determining the exposure level and the possible need for remediation work. While there is not yet a sufficient number of test results, the data will be examined for trends pertaining to type of housing structure, age of housing, and geographic area in the town. To date, however, test results have shown radon levels in Brookline to be generally within acceptable limits.

Community Health Services

The monthly Cholesterol Screening Clinic has seen increased participation, with more than 300 screenings conducted. The popularity of this service reflects the increased attention and concern regarding cholesterol levels as a risk factor for heart disease.

Despite a reduction in the working hours of the Pediatric Nurse Practitioner, the Child Health Clinic saw a dramatic increase in its patient population, with more than 130 families now enrolled. Children, ages newborn to 12 years, are seen on a regular basis for growth and development checks and to assure proper immunizations.

Brookline experienced an outbreak of measles, with eleven cases reported in the Fall. The cases involved children who had not been immunized because of religious exemptions. Vigorous efforts by the Public Health Nurse and School Department health personnel helped to limit the scope of the outbreak and prevent a wider spread of a disease which is now uncommon in America but which remains as a major health problem around the world. In order to provide increased safety for the future, immunization practices and recommendations are being carefully reviewed.

The Day Care Program continued the inspection and licensing of 24 Group Day Care facilities and eight After

School programs, including three new day care centers which opened during the year. Staff/pupil ratios, teacher qualifications, health programs, and environmental health and safety are among the areas subject to inspection and review.

Brookline, like most communities across the country, experienced an increase in cases of alcohol and drug abuse. The Drug and Alcohol Counselor devoted more than 1,200 hours to the evaluation, counselling, and referral of individuals, families, and employers involved in substance abuse. The loss of resources among human service agencies throughout the area is placing enormous stress on the availability of services in an area which has a great and serious impact on society.

The arrival of nearly 300 immigrants in Brookline, and the need for public health follow-up, especially in the area of tuberculosis control, is an increased area of responsibility. A local charitable fund gave the Department a small grant to help meet this need by providing a Russian language specialist, since more than 80% of the new arrivals are from the Soviet Union.

Despite limited resources, the Department continued to provide health education programs, screening services, flu immunization clinics, and a variety of other services to more than 4,000 residents. Further budget reductions will make it increasingly difficult to provide meaningful health services in the community.

Human Relations - Youth Resources

1989 saw the Human Relations-Youth Resources Commission refocus on intergroup and community relations programming.

Howard Prunty was re-elected as Chairman of the Commission and Ruth Flaherty and Harold Koritz were re-elected as Vice-Chairmen.

Membership changes occurring during 1989 included the departure of Janet Yee and the appointment of Leslie Fabian, Adam Pollock and Barbara Randolph as well as new associate member Detective Keith Maynard. Assistant Director Laura E. Kanter left during the summer in order to attend graduate school and to assume the position of assistant director of the Brookline Mental Health Center.

Administration

The Human Relations-Youth Resources Commission Staff included Director C. Stephen Bressler, Assistant Director Laura E. Kanter, and Secretary Ougelita Mockabee-Miles.

In addition to his work in community relations, the Director is Brookline's Affirmative Action Officer, Fair

Housing Officer, Minority/Women Business Enterprise Officer, Contract Compliance Officer and Section 504 Officer. In the course of implementing the Town's Affirmative Action Programs, the Director communicated with department heads and other personnel as well as with federal and state equal opportunity officers and members of various minority communities in Brookline and Greater Boston. Comprehensive Affirmative Action compliance reports were prepared for the U.S. Equal Employment Opportunity Commission, U.S. Department of Housing and Urban Development and the Massachusetts Commission Against Discrimination. The Affirmative Action Program has resulted in an increase in participation of minorities and women in the Town. Satisfactory Affirmative Action compliance also had a direct impact in enabling Brookline to receive much needed federal and state funds.

During 1989, the staff served on and provided assistance to various local boards, commissions and committees including the Homeless Committee, Interdisciplinary Advisory Committee on Substance Abuse Prevention, Women's Commission and the Brookline Exchange for Families, Children and Youth (for which staff con-

ducted a town-wide latch-key survey). The Assistant Director led a series of stress management workshops at the Police Department. On a regional level, the staff participated on the Norfolk County Human Rights Council, the Greater Boston Civil Rights Coalition, the Massachusetts Human Rights Network, the Committee on Catholic-Jewish Relations of the Archdiocesan Eumenical Commission, the Association of Affirmative Action Professionals, the Association of Municipal Administrators of Youth and Family Services and the Gateway Cities Administrators Network and attended and participated in Fair Housing programs in Boston, Dedham and Quincy, at a major program on "Combating Hate Crimes: The Role and Responsibility of Law Enforcement and Education" held at Northeastern University and at the annual Gateway Cities Conference/Exhibition in Boston.

Commission Programming

Aside from numerous sub-committee work sessions, the Commission held ten staff-assisted meetings in 1989. Program committees this year were: Committee on Substance Abuse and Violence Among Youth, Fair Housing Committee, Rev. Martin Luther King Jr. Day Planning Committee, Precinct Study Committee and the Youth Award Committee.

Selected issues focused on at monthly meetings included: **January** — the budget; police community relations; Selectmen's Report on Liquor Licensing; discussion on the Commission's annual youth awards; **February** — town budget problems and the impact that will have on the Commission and its programs; **March** — the budget; adoption of a Fair Housing Affirmative Action Marketing Policy and Procedures; review of quarterly Affirmative Action reports; job/counseling program for court involved youth; discussion on Commission's annual youth awards; **April** — discussion on the Commission's annual youth awards; review citizen complaint concerning newspaper column; **May** — election of officers; the budget; discussion on recent and future programming; discussion on the youth awards program; **June** — discussion with Headmaster Mary Jennings on possible racial incident at high school graduation; discussion on synagogue vandalism; discussion on neighborhood study committee; **September** — the budget; discussion on prejudice reduction programs; summer youth employment program review; **October** — discussions with members of the Point Neighborhood Association meeting at the Lincoln School; the budget; discussion on stereotyping in the media; discussion on latch-key children and related social service programs; discussion on human relations issues current in Norfolk County; discussion on Martin Luther King Jr. Day program plans; **November** — follow-up

discussion on meeting with members of the Point Neighborhood Association; discussion on Martin Luther King Jr. Day program plans; discussion on anti-Semitic and racist vandalism; **December** — the budget; discussion on Cablevision program on anti-Semitism; discussion on program on racism and anti-Semitism to be presented jointly with Anti-Defamation League; discussion on resolution against racism.

Rev. Martin Luther King Jr. Day

The Commission sponsored Brookline's first annual Martin Luther King Jr. Day on Sunday, January 15 at the Devotion School. About 75 persons attended the function. Brookline public schools students provided musical selections and inspirational readings. The featured speaker was WNEV-TV producer Bob Glover.

Youth Awards

The Commission's annual Youth Awards (co-sponsored by the Brookline Rotary) were given out at the May 9 meeting of the Board of Selectmen. This year's winners were: Community Service Award Recipient (plaque and \$250.00) Laura Greer; Human Relations Letter of Commendation (letter and \$50.00) Kimberly Dargin, Ohad Ezer, Miriam Hanoka, Rosemary McConnell and Benjamin Spunt.

Youth Employment Program

In August, it was reported that for the Summer of 1989 the Mini Public Service and Community Development Youth Employment programs had 117 participants, 67 boys and 50 girls. 47% of the participants were minorities. 11% were handicapped. 39% came from female-headed households. 49% were from low-income families. These teenagers worked in Town departments and in non-profit agencies. Money left over from the summer went toward the After School Work program.

Publications

500 copies of the 1989 edition of the very popular "Child Care Resource Guide" were published and distributed. In addition to the "Guide," the Commission also published an annual newsletter and an agency brochure.

Media Outreach

In 1989, Commission activities, members and staff were featured in numerous articles in the Brookline Citizen, Brookline Tab and in the Boston Globe. Com-

mission members and staff also served as consultants to and appeared on Cablevision of Brookline programs dealing with racism and anti-Semitism.

The Human Relations-Youth Resources Commission

was established in 1970 as the official Town agency dealing in the areas of intergroup relations, civil rights and youth advocacy.

Membership Roster

Howard Prunty, Chairman (1992)
Ruth Flaherty, Vice Chairman (1990)
Harold Koritz, Vice Chairman (1990)
Sandra Bakalar (1990)
Reverend George Chapman (1991)
Leslie Fabian (1992)
Isabella Hinds (1991)*
Rabbi Rachmiel Liberman (1991)

Adam Pollock (1992)
Barbara Randolph (1992)
Dennis Reardon (1991)
Agnes Rogers (1990)
Dr. Carole C. Upshur (1992)
Captain John Walsh (1991)
Dr. Claire Weiss (1992)

*Resigned

C. Stephen Bressler, Director of Human Relations - Youth Resources

CATV Monitoring Committee

1989 marked the fifth year of the CATV (Cable Television) Monitoring Committee. Officers for this year were Tobe Berkovitz - Chairman, Wendie Wallis - Vice-Chairman, and CATV Ombudsman C. Stephen Bressler - Secretary. The only member to leave during 1989 was A. Joseph Ross. The Committee welcomed new member Jay Chrepta.

The CATV Monitoring Committee was created by the Board of Selectmen in 1984. The purpose of the Committee is to monitor Cablevision of Brookline's compliance with the provision of its license to operate a CATV franchise in our community. Persons chosen to serve on this Committee fit one or more of the following categories: 1) consumer of CATV services, 2) technical expertise or experience in video production, 3) legal expertise or 4) media expertise of a non-technical nature. During 1989, the committee received staff and budgeting support through the Human Relations-Youth Resources Department.

In 1989, the Ombudsman handled 313 complaints and inquiries from Brookline residents relative to CATV. This figure was down only slightly from 318 the previous year. The Ombudsman was in frequent contact with Cablevision of Brookline administrative staff and consulted with his counterparts in Boston (also served by Cablevision) and other communities, as well as with officials at the Massachusetts CATV Commission. The Ombudsman attended CATV meetings sponsored by the Massachusetts chapter of the National Association of Telecommunications Officers and Advisors of the

National League of Cities and Towns.

This year the Committee held seven staff-assisted meetings. There was considerable communication between the Committee and the Board of Selectmen. Monitoring Committee meetings were open to the public and were attended by representatives of Cablevision and Brookline Community Cable. The Committee's activities were regularly reported on by the Brookline Citizen and Brookline Tab.

In addition to receiving and discussing regular reports from the Ombudsman, the Committee focused on the following issues: **January** — rate and channel changes; easement difficulties; the budget; use or non-use of cable converter boxes; discussion on Cablevision survey of viewer preferences of distant signals; **February** — discussion on telephone answerability; status of syndicated exclusivity; status of Channel 46, TNT, Tempo, CNBC and Around Town channel; discussion on presentation to be made before the Board of Selectmen concerning Cablevision's performance; further discussion on use of converter boxes; **March** — telephone answering; development of a new formula for the evaluation of Cablevision's telephone response; further discussion on use of converter boxes; status of Mind Extension University channel and location of various other channels on A-trunk; easement issues; **April** — further discussion on use of converter boxes; discussion on revising answerability formula; introduction of new director of Brookline Community Cable; nomination of Cablevision of Brookline original programming for

national awards; **June** — discussion on proposed license amendment between Cablevision and the Board of Selectmen; **October** — discussion of agreement between the Town and Cablevision; the budget; possible increase in franchise fee; **December** — meeting

with chairman of Board of Selectmen to redefine the mission of the committee; discussion on telephone answering response; election of officers; the Public Institutional Network; implementing syndicated exclusivity.

Membership Roster

Tobe Berkovitz, Chairman
Wendie Wallis, Vice Chairman
Francine E. Berger
Jay Chrepta
Ann Gallagher

Barbara K. Mitchell
Jerrold Oppenheim
A. Joseph Ross
Catherine Shaffer
Evvy Titleman

C. Stephen Bressler, Secretary and Ombudsman for CATV Operations

Council on Aging

The Brookline Council on Aging operates five neighborhood-based senior sites where Brookline residents over 60 may go for information and referral, counseling, hot lunches, and educational and social activities. Three of these multi-service centers are located in public housing for the elderly, and two are at the Pierce and Devotion Schools.

Transportation, which many older persons consider their most important need, is addressed in the Brookline Elder Taxi System (BETS), a cab-discount program that the Council co-sponsors with the town's two cab companies, and in an Elderbus, jointly funded by the town and West Suburban Elder Services. When a meeting with elderly residents of South Brookline last spring showed that transportation was a particularly acute problem in that area, the Council initiated weekly Elderbus trips to South Brookline and the Chestnut Hill Mall. After a six-months trial period, these trips were reduced to one a month because of low ridership. The regular weekday Elderbus continues to follow an hourly route past elderly housing and shopping areas in North Brookline.

Social work is an important part of Council on Aging services. Professional counselors are available for home visits, needs assessments, crisis intervention, ongoing support and advocacy. The Home and Escort Linkage Program (HELP) fills some gaps in the current home-care system by finding community workers who, for a

reasonable rate, perform such tasks as cleaning, errands, escorted medical transportation and companionship for elderly clients.

The Council cooperates with Adult and Community Education and the Public Library in presenting special programs for older people; most notably, adult education classes at minimal tuition and weekly senior cinema programs at the Coolidge Corner Library. The Council also offers its own group activities for seniors, including retired men and women's groups, an annual crafts fair, and special-interest groups like the senior strolls walking club. This year, the strollers were augmented by a fast walkers' group organized by volunteer Sarita Tisser.

Another volunteer, Elizabeth Kirsten, established a support group for those caring for Alzheimer's Disease patients and went on to help set up a dual support series for early-stage patients and caregivers, co-sponsored by the Alzheimer's Disease and Related Disorders Association and the Council on Aging. Other successful groups this year have been a newcomer's club and the Emerit Collaborative lecture series given by retired college professors.

Feasibility studies of possible sites for a comprehensive senior center in the Coolidge Corner area proceeded this year under a grant from Community Development Block Grants, and the Council on Aging looks forward to a report on the findings soon.

Veterans Services

The Department of Veterans Services is mandated by Massachusetts General Laws, Chapter 115, as most recently amended. We are responsible for assisting needy veterans and/or their dependents with ordinary living and medical expenses. The scope of these expenses is regulated by directives issued by the State Commissioner of Veterans Benefits and Services. As-

sistance for ordinary living expenses includes rent, food, clothing, utilities, etc. Medical assistance includes expenses for hospital inpatient or outpatient stays, medications, doctors' visits, laboratory work, dental care, and stays at nursing homes. All medical bills are paid at a rate set by the State. This office has a Massachusetts Pharmaceutical Directive which gives State rates for

prescription drugs, and is updated monthly. The department also covers the cost of Blue Cross/Blue Shield Special Medex coverage for veterans and their dependents, to ensure the coverage of large hospital bills.

The Town of Brookline appropriates the full amount of money that is needed to assist the veterans and/or their dependents. Each month a report is submitted to the Office of the Commissioner of Veterans Services, itemizing the amount of expenditures and what it is for. As per Massachusetts General Law, Chapter 115, the State is required to then reimburse the Town of Brookline 75% of all approved expenditures one year from the date of actual expenditures. As of January 10, 1990, the Commissioner of Veterans Services notified us that the State will reimburse the Town through the end of December 1988, which is right on target.

We also are obliged to file for all Veterans Affairs Benefits that the veteran may be entitled to, as well as other federally funded programs, such as Social Security and SSI. We are presently handling about 45 to 50 cases per month in this department. The amount of Veterans Administration direct payment benefits to veterans and/or their dependents for the last calendar year was in excess of \$450,000.00. This amount, plus having veterans utilize the Veterans Administration hospitals and outpatient clinics, is a direct savings to the

Town of Brookline and the State.

Veterans and/or their dependents are also assisted in their search for housing by assuring that they will have the necessary down payments and/or security deposits required by private landlords or the Brookline Housing Authority. This, too, is stipulated in a directive set forth by the Commissioner.

Copies of discharge records and vital statistics of every Brookline veteran are maintained in the department. Grave registrations are also maintained by the department which ensures that every veterans' grave is decorated with a flag on Memorial Day. Our count is 2,710 veterans currently interred in Holyhood, Walnut Hills, and Walnut Street cemeteries. The department, in conjunction with the Allied Veterans Council, is responsible for the Memorial Day and Veterans Day ceremonies.

The Veterans Services Department serves as a ONE STOP center for veterans. In addition to our duties to aid, assist and advise, as stated in Chapter 115 of the Massachusetts General Laws, we counsel, file claims, explore every avenue of resource and revenue available, rehabilitate, make veterans aware of their own assets, and treat them as human beings with dignity and courtesy. We believe they have earned this through their service to our country.

Rent Control Board

1989 was a year of improved efficiency in the administration of the Board. The office implemented a new computerized case tracking system. The system generates reports by street address, date filed, type of case, hearing examiner and stage. The agency can now respond to public inquiries regarding the status of pending litigation and can better manage the progress of pending cases.

As in prior years, the Board experienced considerable staff turnover at all levels of employment. Hearing examiners and secretaries left and were replaced. One hearing examiner position was eliminated and an investigator position substituted. The position of public information officer was eliminated. The Director resigned in September and Suzanne Smith, formerly the senior hearing examiner, was appointed Director in December.

The members of the Board changed as well. Chairperson, Susan Cohen resigned and Cerise Lim-Epstein became chairman. Phyllis Ryack's term as a tenant representative expired and she was replaced by Rachel Goodman. Susan Ellerin also resigned. The two vacant public interest positions were filled by William Costin and William Schnoor.

Despite the shortage of staff due to vacancies and despite a 20% increase in the number of cases filed, the case backlog diminished. The number of pending cases

diminished by 40%, from 844 as of 1/1/89 to 492 as of 1/1/90. The time for processing cases was cut in half, from an average of 179 days to an average of 93 days. The Board implemented the removal permit amnesty program enacted by the November, 1988 Town Meeting and granted 129 amnesty removal permits allowing these condo owners to lawfully live in their units.

This year has seen a slowdown in other types of removal permit activity. The Spring 1989 Moderator's Committee on rent control proposed a moratorium on removal permit by-law changes together with a by-law amendment which would have allowed removal permits to be issued for units in hybrid buildings upon payment of a significant fee. Although the Spring 1989 Town Meeting adopted this amendment, the Attorney General did not approve it, characterizing this fee as an unauthorized tax. The November, 1989 Town Meeting voted to petition the General Court to authorize such linkage payments under the Town rent control enabling act. This legislation is currently pending. The Town has also filed suit to overturn the Attorney General's opinion. Until there is a resolution of this linkage fee issue, the moratorium on further removal permit changes is being respected.

The Spring 1989 Town Meeting made other significant changes to the rent control by-law. Both two- and

three-family houses and condo units which have acquired exempt status through 2 years of owner occupancy can now be conveyed to a member of the owner's immediate family and remain exempt. The owner of a two- and three-family house who occupied it for two consecutive years after 3/27/87 can now move out and not lose the exemption. The limitation of one condo exemption from rent control per person has been eliminated. The maximum controlled rent for condo units and units in a two- and three-family house which have been owner-occupied for more than six months is

now set at fair market rent. When the owner vacates, he/she must file registration statements with the Board disclosing the first rent charged.

The Board adjusted controlled rents generally by 3.75% with an additional increase for two- and three-family homes to compensate for real estate tax increases.

Unit registration fees to fund the Board's work increased from \$4 per month to \$10 per month. The Board is now fully funded by these fees including all indirect costs of operation.

FINANCE

Assessors

Staffing within the Assessors Office was expanded during 1989 in order to begin the fiscal year 1991 revaluation program. The state mandated triennial revaluation will be performed primarily by in-house personnel, systems and equipment. Five staff positions were added including a deputy chief assessor, an assistant assessor, a clerk/typist, a programmer/analyst and a research analyst.

Members of the board of Assessors during 1989 included Jeffrey M. Epstein (Chairman), George F.

McNeilly and Richard S. Kates. Jeffrey M. Epstein was reappointed for a three year term by the Board of Selectmen in September.

Joining the staff during 1989 were Linda S. MacDonald, assistant assessor, J. David Tholl, programmer/analyst, Rachid Belhocine and Alex Milstein, Clerks.

Tax rates for both fiscal year 1989 and 1990 were set during calendar year 1989. The schedule of tax rates is set forth below:

<u>Fiscal Year</u>	<u>Class</u>	<u>Rate</u>	<u>Residential Exemption</u>	
			<u>Value</u>	<u>Amount</u>
1989	Residential	13.87	57,900	(\$803.07)
	Commercial	22.78		
1990	Residential	14.29	57,900	(\$827.39)
	Commercial	23.22		

New procedures were developed and implemented in order to speed up abatement and exemption processing. An automated system was used to increase through-

put in this area. Over 7,000 applications for abatements and exemptions were processed during calendar year 1989 in connection with fiscal years '88, '89 and '90.

The following chart provides information on valuations, tax rates, and tax levies of fiscal year 1990:

FISCAL YEAR 1990

CLASS OF PROPERTY	TAX LEVY PERCENTAGE	TOTAL VALUATION	TAX RATES	TAX LEVY \$ AMOUNT
RESIDENTIAL	81.6130%	\$4,049,471,890*	\$14.29	\$49,972,827.78
COMMERCIAL	16.3127%	\$430,306,805	\$23.22	\$9,991,724.04
INDUSTRIAL	0.3054%	\$8,057,000	\$23.22	\$187,083.54
PERSONAL	1.7688%	\$46,659,335	\$23.22	\$1,083,429.76
TOTAL	100.0000%	\$4,534,495,030		\$61,235,065.12

* Net amount after residential exemption is \$3,497,048,830.

Treasurer - Collector

REPORT OF RECEIPTS & DISBURSEMENTS IN ACCORDANCE WITH G.L. CH. 41, S. 35

Cash on Hand 6/30/88	\$ 16,758,515
FY 1989 Receipts	<u>142,151,677</u>
Total	158,910,192
FY 1989 Disbursements	<u>150,733,073</u>
Cash on Hand	\$ 8,177,119

DETAILED STATEMENT OF CASH ON HAND 6/30/89

Bank of New England	\$ 563,938
BayBank Norfolk Trust	
Comm. Dev. Escrow	17,285
Comm. Dev. Grant	347,848
General	1,173,125
Boston Safe Deposit & Tr.	2,012,660
Brookline Coop.	319,288
Brookline Savings	87,590
Capitol Bank & Tr.	201,720
First Nat'l Bank of Boston	891,199
Shawmut Bank of Boston	266,534
State Street Bank & Trust	38,296
U S Trust	<u>26,394</u>
Subtotal	\$ 5,945,877
Other Investments	99,689
Cash & Checks in Office	2,106,952
Cash Memoranda	<u>24,601*</u>
Total	\$ 8,177,119

* Unusual amount due to fact that FY1989 Real Estate & Personal Property Taxes due 7/5/89 instead of 5/1/89.

DETAILED STATEMENT OF TOTAL FUNDED DEBT 6/30/89

Schools & Sites	
*Schools Repairs (1984)	\$ 635,000
*High School Roof (1986)	84,000
*Runkle School Impr. (1987)	960,000
*Pierce School Impr. (1987)	130,000
*Lincoln School Impr. (1987)	<u>330,000</u>
Subtotal	\$ 2,139,000
Public Buildings & Sites	
*Urban Renewal/B-2 (1984)	\$ 1,120,000
Water Garage (1984)	645,000
Park/Forestry Gar (1984)	90,000
Roof Repairs (1984)	20,000
Fire Station Roof (1987)	85,000
Highway Garage/Phase I	<u>450,000</u>
Subtotal	\$ 2,410,000

Sewers, Drains, Water Mains

*Water Mains/Relay-Reline (1980) .	\$ 1,200,000
*Water Mains/Relay-Reline (1986) .	1,340,000
*Water Mains/Relay-Reline (1987) .	<u>2,000,000</u>
Subtotal	\$ 4,540,000

Equipment

*Remote Water Meters (1984)	\$ 300,000
Golf Irrig. System (1984)	155,000
Pub. Safety Equip. (1984)	60,000
Parking Meters (1986)	72,000
Computer System Phase I (1986)	587,500
Computer System Phase II (1987)	240,000
Telephone System Phase I (1986)	258,000
Telephone System Phase II (1987)	105,000
Library Automation (1987)	<u>480,000</u>
Subtotal	\$ 2,257,500

Miscellaneous

Energy Conservation Prog. (1986) .	<u>\$ 248,500</u>
TOTAL	\$ 11,595,000
* Outside Debt Limit	

LIMIT OF INDEBTEDNESS

Equalized Valuation	\$ 3,040,005,404
Debt Limit - 5%	152,000,000
Amount of Debt	
Outside Debt Limit	8,099,000
Net Debt Subject to	
Debt Limit	<u>3,496,000</u>
Remaining Borrowing	
Capacity	\$ 148,504,270

LOANS IN ANTICIPATION OF TAX REVENUE

First National Bank of Boston	\$ 10,000,000
State St. Bank & Trust Co.	10,000,000
Bank of New England	4,500,000
Baybank Norfolk	3,600,000
Boston Safe Deposit & Trust Co. ...	1,500,000
Shawmut Bank of Boston	900,000
Capitol Bank & Trust	<u>500,000</u>
Total	\$ 31,000,000

Interest Paid on Loans in Anticipation of Tax Revenue

\$ 254,729

REVENUES EARNED FY - 1989

Interest on Investments	\$ 724,691
Miscellaneous Interest & Fees	<u>519,148</u>
Total	\$ 1,243,839

Comptroller

The Town Comptroller is responsible for a number of varied financial functions including:

- * Maintenance of the Towns' complete and extensive detail accounting records.
- * Periodic financial reporting and analysis.
- * Payroll and related benefit and deduction activities.
- * Accounts payable and vendor relations.
- * Administration and maintenance of all records related to all grants, gifts, bequests and other restricted revenues received.
- * Compliance with all Federal, State and local rules, regulations and other statutory requirements related to municipal finances.
- * Expenditure control and verification of expenditure authorization.
- * Administration of annual and other periodic audits by internal and external audit organizations.

In order to best fulfill these responsibilities, the Office of Town Comptroller began several key improvement projects during the past year.

These included:

- (1) Continued implementation of the prescribed new and improved uniform municipal accounting system (UMAS) issued by the Commonwealth's Department of Revenue - Bureau of Accounts.
- (2) Improved accounting and financial reporting procedures through the continued implementation of (along with the improved training in the use of) the previously installed, state-of-the-art, automated financial management accounting information system known as LGFS.

(3) Adoption of a vendor prompt payment program that enabled us to pay all Vendors within one (1) week after receipt by the comptroller's office of an approved invoice and supporting documentation.

(4) Development of a monthly financial reporting system that furnished status of appropriation reports to Town Departments on a timely basis.

(5) Began a formal periodic account reconciliation and analysis program that will provide more timely and accurate interim financial statements and will diminish the number of year-end audit adjustments previously required. This will provide for a more timely completion of the annual C.P.A. audit and will enable earlier publication of the Town's comprehensive annual financial report (CAFR).

(6) Established a personal computer based cash receipts reporting system that eliminated duplication of coding between this office and the Treasurer/Collector's and provided the Comptroller with more timely data.

(7) Developed a personal computer based financial reporting up-date system that permitted more timely and dependable responses to requests for information from various local boards, agencies, authorities, committees and State agencies, as well as nongovernmental sources such as Bond rating agencies and other fiscal advisors.

I am pleased with the progress that has been made during 1989. Most importantly the Comptroller's staff continues to perform in an exemplary manner which is sincerely appreciated by all who benefit from their extraordinary efforts.

We look forward to continued improvements in all areas during 1990.

THIS BOOK IS FOR USE IN
THE LIBRARY BUILDING ONLY

We must not in the course of public life expect immediate approbation and immediate grateful acknowledgment of our services. — But let us persevere through abuse and even injury. The internal satisfaction of a good conscience is always present, and time will do us justice in the minds of the people, even of those at present the most prejudiced against us.

Benjamin Franklin
1772



KPMG Peat Marwick

Certified Public Accountants

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February 6, 1990

CONFIDENTIAL

The Board of Selectmen
of the Town of Brookline, Massachusetts

Gentlemen:

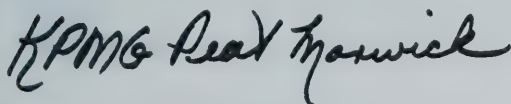
We are presenting, for your consideration, our comments and recommendations regarding internal control and other matters. The purpose and extent of our study and evaluation of the Town's system of internal control is described in our separate report issued under the date of February 6, 1990 in conjunction with the Single Audit Act of 1984.

The comments and recommendations presented in Exhibit I are intended to improve the system of internal accounting control or result in other operating efficiencies. The factual accuracy of our comments has been discussed with management so as to obtain their concurrence prior to the development of our recommendations for improvement. Matters commented on represent findings during the audit and have not been reviewed subsequent to February 6, 1990.

A management letter is critical by nature because its purpose is to identify areas where improvements can be made. Accordingly, we have not commented on the many positive attributes of the Town's financial management systems. It is also important to understand that it is generally not practical to achieve ideal internal control in the complex governmental accounting environment.

We would like to commend management and other departmental personnel for their progress in implementing many of the recommendations on findings presented in the prior year. Additionally, we would like to acknowledge the courtesy and assistance extended to us by Town personnel during the course of our audit.

Very truly yours,



KPMG PEAT MARWICK



Member Firm of
Klynveld Peat Marwick Goerdeler

BANK RECONCILIATIONS

Certain Town bank accounts were not reconciled in a timely manner. Also, the Town does not have standard reconciliation procedures or a standard cash reconciliation form.

Properly reconciling cash in a timely manner is an important element of internal controls. It aids in proper cash forecasting and budgeting and acts as a safeguard against possible theft or fraud. We recommend that the Town develop a standard reconciliation form to be completed on a timely basis each month.

JOURNAL VOUCHERS

Journal vouchers are prepared by various individuals in the Comptroller's department. Generally, the forms do not adequately explain the entries and lack appropriate supporting documentation. These entries are recorded in the Town's books and records without appropriate review and approval by a responsible official. This could result in the recording of incorrect entries and possibly the misstatement of the Town's financial statements.

We suggest that journal vouchers include adequate descriptions, references to supporting documentation, and appropriate documentation of review.

TOWN TRUST FUNDS

As custodian of the Town's trust funds, the Treasurer is responsible for providing the Comptroller with detail information on the amount and sources of fund revenues. Delays in providing the information to the Comptroller and problems encountered in the general ledger conversion caused delays in the preparation of the trust funds' financial statements.

We recommend that the Treasurer continue to control all trust fund activity and report all trust fund revenues to the Comptroller so trust fund financial statements can be prepared in a timely manner.

GENERAL LEDGER ACCOUNTS SHOULD BE RECONCILED AND ANALYZED MONTHLY

The Comptroller's Office does not reconcile the Town's general ledger balances to the supporting subsidiary ledgers or analyze these balances on a monthly basis. As a result any errors in these accounts may not be detected until year-end.

We suggest that general ledger accounts be analyzed and reconciled to supporting documentation on a monthly basis, and that this work be reviewed and documented. Differences which arise from the reconciliation process should be resolved, reviewed and adjusted as soon as possible. This process will enhance the reliability of interim financial reports.

TOWN TRUST FUND INVESTMENTS

A U.S. Treasury Bond, in the amount of \$100,000 which was held by the Town Treasurer in a safe deposit box for a certain trust fund, matured in February 1989 but was not redeemed until June 1989. This resulted in losing several months of potential interest income.

We recommend that trust fund investments be monitored closely in order to maximize their returns.

AUTOMATION OF TOWN TREASURER'S OFFICE

The Town Treasurer's office is overburdened by still having to perform several functions manually. Namely, the Town does not have an automated cashier system nor a computer database which will provide for easy access to collection information. Also, the Town has purchased Oasis, a real estate collection software package which will interact with the Town's Local Government Financial System (LGFS), but has yet to install this package.

We recommend that the Town review the cost benefit of automating the Treasurer's department. If the Treasury function were automated, it would help provide more timely cash flow information, quicken the response to taxpayer inquiry, and fully utilize the Town's computer system.

March 19, 1990

The Board of Selectmen
Town Hall
Brookline, Ma. 02146

Gentlemen:

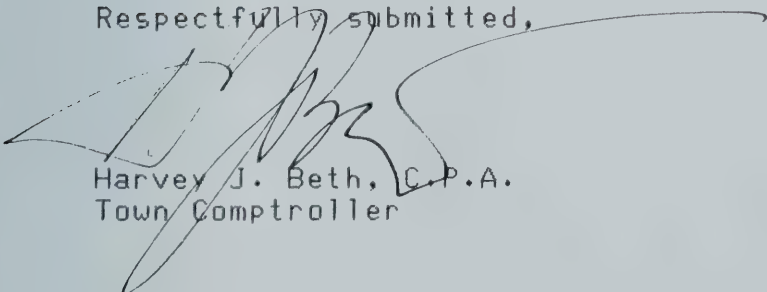
Enclosed are the annual audited general purpose financial statements, the annual audited schedule of federal financial assistance and the auditors letter on internal controls for the fiscal year that ended on June 30, 1989.

As required by regulations and statutes, copies of these reports are being transmitted to the Town Clerk and the Town library. These copies are available for inspection by interested citizens and others during the regular business hours for each agency noted.

Pursuant to the requirements of the Single Audit Act of 1984, copies of these reports are also being sent to the Federal and State Agencies listed on the next page.

Representatives from KPMG Peat Marwick are available to meet with the Board. Please let me know when you would like their presentation and an opportunity to discuss any of their recommendations.

Respectfully submitted,



Harvey J. Beth, C.P.A.
Town Comptroller

Encs./ il

cc: list

LIST OF 1989 AUDIT REPORT DISTRIBUTION

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TOWN OF BROOKLINE, MASSACHUSETTS

General Purpose Financial Statements
and Supplementary Schedules

Year Ended June 30, 1989

(With Independent Auditors' Report Thereon)

TOWN OF BROOKLINE, MASSACHUSETTS

General Purpose Financial Statements
and Supplementary Schedules

Year Ended June 30, 1989

(With Independent Auditors' Report Thereon)

TOWN OF BROOKLINE, MASSACHUSETTS

General Purpose Financial Statements
and Supplementary Schedules

Year Ended June 30, 1989

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Peat Marwick

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INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Brookline, Massachusetts:

We have audited the general purpose financial statements of the Town of Brookline, Massachusetts, as of and for the year ended June 30, 1989 (except for the pension trust fund which is as of and for the year ended December 31, 1988), as listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards for financial audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Town has not maintained records of the cost of its general fixed assets and, therefore, a general fixed assets account group is not presented in the accompanying general purpose financial statements as required by generally accepted accounting principles.

In our opinion, except that the omission of a general fixed asset group of accounts results in an incomplete presentation, as discussed in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Brookline, Massachusetts, at June 30, 1989 (except for the pension trust fund which is as of and for the year ended December 31, 1988), and the results of its operations and cash flows of the nonexpendable trust funds for the applicable years then ended, in conformity with generally accepted accounting principles.



To the Board of Selectmen
Town of Brookline, Massachusetts
Page Two

The schedules of historical pension information on pages 24 and 25 are not a required part of the general purpose financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

KPMG Peat Marwick

February 6, 1990

TOWN OF BROOKLINE, MASSACHUSETTS

Combined Balance Sheet - All Fund Types and Account Group

June 30, 1989

(except for the Pension Trust Fund which is as of December 31, 1988)

Assets	Governmental Fund Types			Fiduciary Fund Types		Account Group	Total (Memorandum only)
	General	Special Revenue	Capital Projects	Trust and Agency	Pension Trust		
Cash and investments (note 5)	\$ 3,937,729	\$ 1,702,270	\$ 5,121,450	\$ 6,446,943	\$ 39,913,041	\$ -	\$ 57,121,433
Receivables:							
Property taxes	10,326,714	-	-	-	-	-	10,326,714
Motor vehicle excise	885,932	-	-	-	-	-	885,932
Departmental	1,320,228	110,403	-	-	-	-	1,430,631
Intergovernmental	-	490,969	-	-	-	-	490,969
User charges	1,654,351	-	-	-	-	-	1,654,351
Accrued interest	-	-	-	6,842	2,824,579	-	2,831,421
Other	152,758	-	-	-	167,301	-	320,059
Total receivables	14,339,983	601,372	-	6,842	2,991,880	-	17,940,077
Due from other funds (note 10)	100,294	950	-	110,701	-	-	211,945
Other assets	121,993	-	-	682,500	-	-	804,493
Amounts to be provided for the retirement of general long-term obligations	-	-	-	-	-	-	97,188,374
Total assets	\$ 18,499,999	\$ 2,304,592	\$ 5,121,450	\$ 7,246,986	\$ 42,904,921	\$ 97,188,374	\$ 173,266,322
Liabilities and Fund Equity							
Warrants and accounts payable	\$ 3,127,284	\$ 59,283	\$ -	\$ 1,800	\$ 647,423	\$ -	\$ 3,835,790
Accrued liabilities:							
Tax abatements	2,590,236	-	-	-	-	-	2,590,236
Sick and vacation (note 7)	-	-	-	-	-	-	2,671,374
Pension cost (note 6)	-	-	-	-	-	-	75,457,000
Other	-	-	770,595	26,281	-	-	796,876
Due to other funds (note 10)	111,651	2,882	-	97,412	-	-	211,945
Deferred compensation (note 13)	-	-	-	3,377,737	-	-	3,377,737
General obligation bonds and notes payable (notes 7 and 8)	-	-	177,146	-	-	-	19,060,000
Deferred revenue and allowance for uncollectible accounts	5,118,324	527,737	-	-	-	-	5,646,061
Total liabilities	10,947,495	589,902	947,741	3,503,230	647,423	97,188,374	113,824,165
Fund equity:							
Reserved for:							
Encumbrances and continuing appropriations	1,720,864	-	4,173,709	-	-	-	5,894,573
Nonexpendable trust principal	-	-	-	1,199,142	-	-	1,199,142
Employees' benefits	-	-	-	682,500	42,257,498	-	42,939,998
Unreserved:							
Undesignated	5,831,640	1,714,690	-	1,862,114	-	-	9,408,444
Total fund equity (note 9)	7,552,504	1,714,690	4,173,709	3,743,756	42,257,498	-	59,442,157
Contingencies (note 12)							
Total liabilities and fund equity	\$ 18,499,999	\$ 2,304,592	\$ 5,121,450	\$ 7,246,986	\$ 42,904,921	\$ 97,188,374	\$ 173,266,322

See accompanying notes to general purpose financial statements.

TOWN OF BROOKLINE, MASSACHUSETTS

Combined Statement of Revenues, Expenditures and Changes in Fund Equity - All Governmental Fund Types and Expendable Trust Funds

Year ended June 30, 1989

	Governmental Fund Types			Fiduciary	
	General	Special Revenue	Capital Projects	Fund Type Expendable Trust	Total (Memorandum only)
Revenues:					
Real and personal property taxes	\$ 60,620,676	\$ -	-	-	\$ 60,620,676
Motor vehicle excise	2,736,341	-	-	-	2,736,341
Licenses and permits	399,007	-	-	-	399,007
Investment income	975,459	8,766	-	99,485	1,083,710
Intergovernmental	12,394,651	3,312,594	98,091	-	15,805,336
Payments in lieu of taxes	471,343	-	-	-	471,343
Water revenue	7,916,395	-	-	-	7,916,395
Departmental and other revenue	4,434,844	4,073,540	1,083	2,310,195	10,819,662
Fines	2,042,978	-	-	-	2,042,978
Total revenues	<u>91,991,694</u>	<u>7,394,900</u>	<u>99,174</u>	<u>2,409,680</u>	<u>101,895,448</u>
Expenditures:					
Current:					
Education	28,729,941	4,377,046	-	95,932	33,202,919
General government	3,155,949	96,085	-	-	3,252,034
Public safety	15,435,659	966,097	-	-	16,401,756
Public works	13,892,443	109,275	-	-	14,001,718
Library	1,957,724	64,157	-	31,466	2,053,347
Recreation	1,098,137	140,651	-	-	1,238,788
Pension and annuity	6,832,684	-	-	613,153	7,445,837
Human services	1,788,786	82,102	-	-	1,870,888
State and district assessments	4,478,304	-	-	-	4,478,304
Group self-insurance	-	-	-	3,428,489	3,428,489
Miscellaneous	860,495	1,462,767	-	177,075	2,500,337
Nondepartmental	3,783,809	-	-	-	3,783,809
Capital outlay	-	-	6,151,990	-	6,151,990
Debt service	3,452,803	-	-	-	3,452,803
Total expenditures	<u>85,466,734</u>	<u>7,298,180</u>	<u>6,151,990</u>	<u>4,346,115</u>	<u>103,263,019</u>
Excess (deficiency) of revenues over expenditures	6,524,960	96,720	(6,052,816)	(1,936,435)	(1,367,571)
Other financing sources (uses):					
Proceeds of bonds (note 7)	-	-	7,465,000	-	7,465,000
Operating transfers in (out), net (note 11)	(2,552,929)	(747,873)	-	3,300,802	-
Total other financing sources (uses), net	<u>(2,552,929)</u>	<u>(747,873)</u>	<u>7,465,000</u>	<u>3,300,802</u>	<u>7,465,000</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	3,972,031	(651,153)	1,412,184	1,364,367	6,097,429
Fund equity, beginning of year	3,580,473	2,365,843	2,761,525	1,180,247	9,888,088
Fund equity, end of year	<u>\$ 7,552,504</u>	<u>\$ 1,714,690</u>	<u>\$ 4,173,709</u>	<u>\$ 2,544,614</u>	<u>\$ 15,985,517</u>

See accompanying notes to general purpose financial statements.

Statement of Revenues and Expenditures - Budgetary Basis
Budget and ActualYear ended June 30, 1989
(with actual figures for the year ended June 30, 1988)

	Final Budget	Actual	Variance Favorable (Unfavorable)	Year ended June 30, 1988 Actual
Revenues:				
Real and personal property taxes	\$ 57,584,114	\$ 57,584,114	\$ -	\$ 54,877,605
Motor vehicle excise	2,625,000	2,778,827	153,827	2,101,497
Licenses and permits	460,000	399,007	(60,993)	507,216
Investment income	1,100,000	1,027,276	(72,724)	1,220,255
Intergovernmental	12,384,847	12,394,651	9,804	12,792,535
Payments in lieu of taxes	437,000	471,343	34,343	411,758
Water revenue	7,590,000	7,916,395	326,395	6,426,689
Departmental and other revenue	4,878,075	4,434,844	(443,231)	2,492,877
Fines	1,975,000	2,042,978	67,978	1,878,614
Total revenues	89,034,036	89,049,435	15,399	82,709,046
Expenditures:				
Education	28,812,381	28,774,711	37,670	27,036,690
General government	3,252,678	3,173,966	78,712	2,874,405
Public safety	15,470,593	15,358,999	111,594	15,213,423
Public works	14,508,105	13,906,807	601,298	12,184,332
Library	1,964,644	1,963,546	1,098	1,879,272
Recreation	1,099,085	1,088,892	10,193	1,082,107
Pension and annuity	6,861,184	6,832,684	28,500	6,600,980
Human services	1,836,310	1,785,506	50,804	1,676,435
State and district assessments	4,568,904	4,478,304	90,600	4,783,236
Miscellaneous	284,207	284,207	-	1,460,777
Nondepartmental	4,374,375	4,285,774	88,601	2,859,720
Debt service	3,448,641	3,452,803	(4,162)	2,770,261
Total expenditures	86,481,107	85,386,199	1,094,908	80,421,638
Excess (deficiency) of revenues over expenditures	2,552,929	3,663,236	1,110,307	2,287,408
Other financing sources (uses):				
Operating transfers in (out):				
Special revenue funds	760,071	760,071	-	874,126
Trust funds	(3,313,000)	(3,313,000)	-	(3,549,430)
Total operating transfers	(2,552,929)	(2,552,929)	-	(2,675,304)
Total other financing sources (uses)	(2,552,929)	(2,552,929)	-	(2,675,304)
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ -	\$ 1,110,307	\$ 1,110,307	\$ (387,896)

See accompanying notes to general purpose financial statements.

TOWN OF BROOKLINE, MASSACHUSETTS

Combined Statement of Revenues, Expenses and Changes
in Fund Equity - Pension Trust Fund and Nonexpendable Trust Funds

Year ended June 30, 1989
(except for the Pension Trust Fund
which is for the year ended December 31, 1988)

	Fiduciary Fund Types		Total
	Pension Trust	Nonexpendable Trusts	(Memorandum only)
Revenues:			
Investment income	\$ 2,601,728	\$ 77,270	\$ 2,678,998
Net appreciation in fair value of investments	602,597	-	602,597
Contributions	7,912,111	173,269	8,085,380
Intergovernmental	933,167	-	933,167
Total revenues	<u>12,049,603</u>	<u>250,539</u>	<u>12,300,142</u>
Expenses:			
Salaries, wages and fringe benefits	75,089	-	75,089
Benefits paid	7,303,927	-	7,303,927
Member refunds, and transfers and reimbursements to other systems, net	509,588	-	509,588
Scholarships and awards	-	20,225	20,225
Other	50,554	5,362	55,916
Total expenses	<u>7,939,158</u>	<u>25,587</u>	<u>7,964,745</u>
Operating income	4,110,445	224,952	4,335,397
Operating transfers in (out) (note 11)	<u>-</u>	<u>-</u>	<u>-</u>
Net income	4,110,445	224,952	4,335,397
Fund equity, beginning of year	<u>38,147,053</u>	<u>974,190</u>	<u>39,121,243</u>
Fund equity, end of year	\$ <u>42,257,498</u>	\$ <u>1,199,142</u>	\$ <u>43,456,640</u>

See accompanying notes to general purpose financial statements.

TOWN OF BROOKLINE, MASSACHUSETTS

Statement of Cash Flows - Nonexpendable Trust Funds

Year ended June 30, 1989

Cash flows from operating activities:

Operating income \$ 224,952

Adjustments to reconcile operating income to
net cash provided by operating activities:

Change in assets and liabilities:

Increase in accrued interest receivable (4,561)

Increase in due from other funds (43,977)

Increase in warrants and accounts payable 1,331

Total adjustments (47,207)

Net cash provided by operating activities 177,745

Cash flows from investing activities:

Purchase of investments (201,259)

Proceeds from maturity of investments 99,625

Net cash used for investing activities (101,634)

Net increase in cash and cash equivalents 76,111

Cash and cash equivalents at beginning of year 565,402

Cash and cash equivalents at end of year \$ 641,513

See accompanying notes to general purpose financial statements.

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

June 30, 1989

(1) Reporting Entity

The Town's general purpose financial statements include the operations of all organizations for which the Board of Selectmen exercises oversight responsibility. Oversight responsibility is demonstrated by financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

Based on the aforementioned oversight criteria, the operations of the following entities have been included in or excluded from the accompanying general purpose financial statements:

Entity included in the general purpose financial statements:

- Brookline Retirement System ("System"). The System was established under the authority of Chapter 32 of the Massachusetts General Laws, as amended, and is an independent contributory retirement system available to employees of the Town. The powers of the System are vested in the Town Retirement Board.

Entity excluded from the general purpose financial statements:

- Brookline Housing Authority. The Board members are appointed by the Town. The Town has no oversight responsibility for the Authority's operations and no responsibility for the Authority's deficits or debt.

(2) Summary of Significant Accounting Policies

(a) Basis of Presentation

The financial condition and results of operations of the Town's funds are presented as of and for the year ended June 30, 1989, except for the Town's Retirement System which is presented as of and for the year ended December 31, 1988. The accounting policies of the Town conform with generally accepted accounting principles ("GAAP"), except that the Town does not maintain, and therefore does not report, a general fixed assets account group in accordance with generally accepted accounting principles. Such departure from GAAP is permissible under the Massachusetts Uniform Municipal Accounting System.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(b) Fund Accounting

The operations of the Town are recorded in the following fund types and account group:

- Governmental Fund Types

Governmental funds are used to account for the Town's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is upon determination of changes in financial position. The following are the Town's governmental fund types:

General Fund - The general fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to specified purposes.

Capital Project Funds - Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

- Fiduciary Fund Types

Trust and Agency Funds - Fiduciary funds are used to account for assets held by the Town in a trustee capacity or as an agent. Trust funds include expendable trust funds, nonexpendable trust funds, and pension trust funds. Nonexpendable trust funds and pension trust funds are reported as proprietary funds. Expendable trust funds are reported as governmental funds. Agency funds are custodial in nature and do not involve measurement of results of operations.

- Account Group

General Long-term Obligations Account Group - This account group is used to account for all long-term obligations of the Town.

(c) Basis of Accounting

The modified accrual basis of accounting is followed by governmental funds, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recorded when they become measurable and available to pay liabilities of the current period. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred except for (1) interest on general long-term obligations, which is recorded when due, and (2) the noncurrent portion of accrued vacation and sick leave, pension costs, and judgments and claims, which are recorded in the general long-term obligations account group.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

In applying the susceptible to accrual concept to intergovernmental revenues, there are essentially two types of revenues. In one, moneys must be expended on the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures incurred. In the other, moneys are virtually unrestricted and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

Property taxes are recognized as revenue in the year for which taxes have been levied, provided they are collected within 60 days after year-end. Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned.

The accrual basis of accounting is used by nonexpendable trust funds and pension trust funds.

(d) Encumbrances and Continuing Appropriations

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in governmental funds. Open encumbrances at year-end are reported as reservations of fund balances. Encumbrances do not constitute expenditures or liabilities, except for budgetary purposes (see note 4).

Certain unexpended and unencumbered appropriations for incomplete projects are carried over to succeeding years. Such continuing appropriations are accounted for similar to encumbrances.

(e) Inventory

The cost of inventory is recorded as an expenditure at the time individual inventory items are consumed (consumption method).

(f) Accrued Sick and Vacation

Employees are granted vacation and sick leave in varying amounts. Upon retirement, termination or death, certain employees are compensated for unused vacation and sick leave (subject to certain limitations) at their then current rates of pay. The amount of sick and vacation costs which are not due and payable is recorded in the General Long-term Obligations Account Group. The amount recorded is the unused days earned at the current rate of pay.

(g) Self-Insurance

The Town has established a self-insured medical program which is accounted for as an expendable trust fund. Both employees and the Town contribute to the fund based upon a 75% (Town) and 25% (employee) primary care premium formula.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

The Town carries insurance on individual medical claims in excess of \$50,000 annually. The purpose of this program is to pay medical claims of the Town's employees and their covered dependents. The Town accrues claims submitted for medical services rendered prior to June 30, 1989.

(h) Total Columns

Total columns on the general purpose financial statements are captioned "Memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Such data are not comparable to a consolidation since interfund eliminations have not been made.

(3) Property Taxes

Real and personal property taxes are based on values assessed as of each January 1 and are normally due on the subsequent November 1 and May 1. By law, all taxable property in the Commonwealth of Massachusetts must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables in the fiscal year of the levy.

A statewide tax limitation statute known as "Proposition 2-1/2" limits the property tax levy to an amount equal to 2-1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2-1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2-1/2 taxing limitations can be overridden by a Town-wide referendum vote.

(4) Budgetary Basis of Accounting

The Town must establish its property tax rate each year so that the resulting property tax levy will comply with the limits required by Proposition 2-1/2 and also constitute that amount which will equal the sum of (a) the aggregate of all annual appropriations for expenditures and transfers, plus (b) provision for the prior fiscal year's deficits, if any, less (c) the aggregate of all non-property tax revenue and transfers projected to be received by the Town, including available surplus funds.

The budgets for all departments and operations of the Town, except that of public schools, are prepared under the direction of the Board of Selectmen. The School Department budget is prepared under the direction of the School Committee. Original and supplemental appropriations are acted upon by Town meeting vote.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

The Town's General Fund budget is prepared on a basis other than generally accepted accounting principles ("GAAP"). The "actual" results column of the Statement of Revenues and Expenditures - Budgetary Basis is presented on a "budget basis" to provide a meaningful comparison with the budget. The major differences between the budget and GAAP bases are that:

- (a) Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
- (b) Encumbrances and continuing appropriations are recorded as the equivalent of expenditures (budget), as opposed to a reservation of fund balance (GAAP).

The following reconciliation summarizes the differences between budget and GAAP basis accounting principles for the year ended June 30, 1989:

	<u>Revenue</u>	<u>Expenditures</u>	Other financing sources (uses), net
As reported on a budgetary basis	\$ 89,049,435	85,386,199	(2,552,929)
Adjustment of revenues to a modified accrual basis	2,942,259	-	-
Adjustment for encumbrances and continuing appropriations	<u>-</u>	<u>80,535</u>	<u>-</u>
As reported on a GAAP basis	\$ <u>91,991,694</u>	<u>85,466,734</u>	<u>(2,552,929)</u>

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(5) Cash and Investments

State and local statutes place certain limitations on the nature of deposits and investments available to the Town. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain prescribed levels without collateralization by the financial institutions involved. Investments can also be made in securities issued by or unconditionally guaranteed by the U.S. government or agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by the U.S. government or agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase, and units in the Massachusetts Municipal Depository Trust ("MMDT").

In addition, the Town's Pension Trust Fund has additional investment powers, most notably the ability to invest in common stocks, corporate bonds and other specified investments.

Deposits

The following summary presents the amount of Town deposits which are fully insured or collateralized with securities held by the Town or its agent in the Town's name (Category 1), those deposits which are collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name (Category 2), and those deposits which are not collateralized (Category 3) at June 30, 1989.

	<u>Bank Balance</u>			<u>Total Bank Balance</u>	<u>Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>		
Cash	\$ <u>3,033,389</u>	<u>-</u>	<u>11,046,007</u>	<u>14,079,396</u>	<u>12,911,633</u>

Investments

The Town categorizes investments according to the level of risk assumed by the Town. Category 1 includes investments that are insured, registered or held by the Town's agent in the Town's name. Category 2 includes uninsured and unregistered investments held by the counterparty's trust department or agent in the Town's name. Category 3 includes uninsured and unregistered investments held by the counterparty, its trust department or its agent, but not in the Town's name. Investments in MMDT, a pooled fund, are not categorized.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

	Carrying Amount			Not Categorized	Total	Market Value
	Category 1	Category 2	Category 3			
Mutual funds						
Common and preferred stock	\$ -	3,377,737	10,000	-	3,387,737	3,389,334
Corporate bonds and notes	18,983	11,203,821	-	-	11,222,804	11,511,563
U.S. government obligations	210,183	11,805,337	-	-	12,015,520	11,961,930
MMDT	-	16,968,919	-	-	16,968,919	16,254,618
Totals	\$ 229,166	43,355,814	10,000	614,820	44,209,800	43,732,265

Of the investments reflected in the preceding table, investments of the Town's Pension Fund constitute 91% of the amount in Category 2.

The composition of the Town's bank recorded deposits and investments fluctuates depending primarily on the timing of real estate tax receipts, proceeds from borrowings, collections of state and federal aid, and capital outlays throughout the year.

(6) Pension Plans

(a) Plan Description

The Town contributes to the Town of Brookline Employees' Retirement System ("System"), a single-employer, public employee retirement system that acts as the investment and administrative agent for the Town and the Brookline Housing Authority. The Town's payroll for employees covered by the System for the year ended December 31, 1988, was \$33,139,123. Public school teachers are covered by the Commonwealth of Massachusetts Teachers' Retirement System (TRS) to which the Town of Brookline does not contribute. The Town's payroll covered by TRS was \$19,818,889 in calendar 1988. Total payroll for the Town was \$53,586,172.

The System and the TRS are contributory defined benefit plans covering all Town employees and teachers and Brookline Housing Authority employees deemed eligible. Certain Town employees are covered by the Town's noncontributory pension plan.

Instituted in 1937, the System is a member of the Massachusetts Contributory System and is governed by Chapter 32 of the Massachusetts General Laws. Membership in the System is mandatory immediately upon the commencement of employment for all permanent, full-time employees. Current membership in the System consists of the following:

	Number of Employees
Active members	1,145
Inactive members	84
Retired members	735
	<u>1,964</u>

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

Both systems provide for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification. Members joining the System after January 1, 1979, are subject to a cap of \$30,000 on the level of compensation upon which their benefit is calculated.

Members of both systems become vested after 10 years of creditable service. A retirement allowance may be received upon reaching age 65 or upon attaining 20 years of service. The systems also provide for early retirement at age 55 if a Participant (1) has a record of 10 years of creditable service, (2) was on the Town payroll on January 1, 1978, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Active members contribute either 5, 7 or 8% of their gross regular compensation depending on the date upon which their membership began.

The systems also provide death and disability benefits.

(b) Significant Accounting Policies and System Assets

The accounting records of the System are maintained on a calendar year basis in accordance with the standards and procedures established by the Commissioner of the Public Employee Retirement Administration.

The investments of the System are valued as follows:

Bonds are valued at amortized cost which is the original cost of the investment plus or minus any bond discount or bond premium calculated ratably to maturity.

Stocks are reflected at their quoted market value.

Gains and losses from all exchanges of fixed income securities are amortized over the average time to maturity for such exchanges or 10 years, whichever is less.

Cash and investments of the System at December 31, 1988, are summarized as follows:

	<u>Book value</u>	<u>Market value</u>
Cash	\$ 292,345	292,345
Bonds	28,465,958	27,529,436
Stocks	<u>11,154,738</u>	<u>11,154,738</u>
Total	\$ <u>39,913,041</u>	<u>38,976,519</u>

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(c) Funding Status and Progress

The amount shown below as the "Pension Benefit Obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding status of the System on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among employers. The measure is the actuarial present value of credited projected benefits and is independent of the funding method used to determine contributions to the System.

The pension benefit obligation was computed as part of an actuarial valuation performed as of January 1, 1989. Significant actuarial assumptions used in the valuation include (a) a rate of return on the investment of present and future assets of 7.5% a year compounded annually, (b) projected salary increases of 4.5% a year compounded annually, attributed to inflation, (c) additional projected salary increases of 1.5% a year, attributable to seniority/merit, and (d) no post-retirement benefit increases.

The total unfunded pension benefit obligation applicable to the System was \$75,457,000 at January 1, 1989, as follows (in thousands):

Pension benefit obligation:

Retirees and beneficiaries currently receiving benefits and terminated employees not yet receiving benefits	\$ 50,000
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Current employees:

Accumulated employee contributions, including allocated investment earnings	19,911
Employer-financed vested	26,753
Employer-financed nonvested	<u>21,050</u>

Total pension benefit obligation	117,714
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Net assets available for benefits, at market value	<u>42,257</u>
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Unfunded pension benefit obligation	\$ <u>75,457</u>
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(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(d) Contribution Requirements and Contribution Made

The Town is required to contribute each fiscal year an amount approximating the pension benefits (less certain interest credits) expected to be paid during the year ("pay-as-you-go" method). This amount is determined in advance by the Public Employee Retirement Administration (PERA) and is based in part on the previous year's benefit payout. No actuarial information is used in determining this amount. Generally accepted accounting principles require that pension costs be actuarially determined. The Commonwealth of Massachusetts currently reimburses the System on a quarterly basis for the portion of benefit payments owing to cost-of-living increases granted after the implementation of Proposition 2-1/2.

The Town's contribution to the System for 1989 of \$7,912,111 was made in accordance with the funding policy described above and was funded as follows: The Town contributed \$6,081,507 (18% of current covered payroll); employees contributed \$1,830,604 (6% of current covered payroll).

(e) Trend Information

Trend information gives an indication of the progress made in accumulating sufficient assets to pay benefits when due. Trend information may be found on supplementary schedules I and II of the Town's general purpose financial statements. For the two years ended December 31, 1988 and 1987, respectively, available assets were sufficient to fund \$42,257,000 or 36% and \$38,147,000 or 36% of the pension benefit obligation. Unfunded pension benefit obligation represented 228% and 221% of the annual payroll for employees covered by the PERS for 1988 and 1987, respectively. This information for 1986 is not available.

(f) Adoption of Chapter 32, Section 22D

On June 1, 1989, the Board of Selectmen voted to accept the provisions of Chapter 32, Section 22D. By such acceptance, certain changes to the Town's provisions are mandated. In addition, the Town must establish an approved funding program to fully fund the System by June 30, 2028, provide certain fitness and wellness programs and meet certain performance standards for the invested funds. In return, the Commonwealth will provide financial assistance through a program of funding grants for 15 years and delay the advance funding requirements until the funding grants begin in 1990.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(6) Pension Plan (Continued)

The primary benefit changes include: 1) removing the \$30,000 cap on regular compensation used in determining the retirement allowance for members who joined the System after January 1, 1979 (affected members would be required to contribute an additional 2% of their regular compensation over \$30,000), 2) reducing eligibility for ordinary disability from 15 years to 10 years of creditable service, 3) permitting members working after age 70 to continue contributing to the System in order to receive a benefit based on their earnings through actual retirement, and 4) increasing the dependents' allowance from \$312 per year to \$450 per year subject to future cost-of-living adjustments.

The adoption of Chapter 32, Section 22D has been reflected in the accompanying calculations of actuarially determined pension liabilities. It is estimated that these changes increased the present value of the pension benefit obligation by \$1,057,000 at January 1, 1989.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(7) Long-term Debt

The following is a summary of changes in long-term debt for the year ended June 30, 1989:

Bonds:

	Inside Debt Limit	Issue amount	Interest rate	Final Maturity date	July 1, 1988	Additions	Retirements	June 30, 1989	Interest paid
1982 Water Garage Construction		\$ 1,225,000	7.50%	11/01/94	790,000	-	145,000	645,000	53,813
1984 School Building Improvements		1,210,000	7.50%	11/01/94	770,000	-	135,000	635,000	52,388
1984 Golf Course Irrigation System		275,000	7.50%	11/01/94	185,000	-	30,000	155,000	12,750
1984 Public Safety Equipment		308,000	7.50%	11/01/89	120,000	-	60,000	60,000	6,750
1983 Park and Forestry Building Construction		165,000	7.50%	11/01/94	105,000	-	15,000	90,000	7,313
1984 Public Building Roof Repairs		102,000	7.50%	11/01/89	40,000	-	20,000	20,000	2,250
1984 Parking Meter Acquisitions		120,000	5.38%	05/01/95	88,000	-	16,000	72,000	4,681
1985 Computer System Acquisition		1,000,000	5.38%	05/01/96	725,000	-	137,500	587,500	38,825
1985 Telephone System Acquisition		705,000	5.38%	05/01/91	407,000	-	149,000	258,000	21,164
1985 Energy Conservation		355,000	5.38%	05/01/96	284,000	-	35,500	248,500	15,407
1985 High School Roof Replacement		120,000	5.15%	05/01/96	96,000	-	12,000	84,000	5,208
1986 Library Automated Circulation System		700,000	6.63%	12/15/96	590,000	-	110,000	480,000	27,315
1987 Telephone System Phase II		145,000	6.63%	12/01/91	145,000	-	40,000	105,000	8,125
1987 Fire Station Roof		100,000	6.63%	12/01/96	100,000	-	15,000	85,000	6,011
1987 Lincoln School Improvement		370,000	6.63%	12/01/97	370,000	-	40,000	330,000	22,780
1987 Highway Garage Phase I		600,000	6.63%	12/01/91	600,000	-	150,000	450,000	34,125
1987 Computer System Phase II		300,000	6.63%	12/01/92	300,000	-	60,000	240,000	17,550
Subtotal		7,800,000			5,715,000	-	1,170,000	4,545,000	336,455

Outside Debt Limit

1979 Water Mains	3,030,000	6.25%	02/15/95	1,400,000	-	-	200,000	1,200,000	87,500
1982 B-2 Parcel Urban Renewal Land Acquisition	1,880,000	7.50%	11/01/94	1,310,000	-	-	190,000	1,120,000	91,125
1984 Water Meter Replacement Program	500,000	7.50%	11/01/94	350,000	-	-	50,000	300,000	24,375
1986 Water Mains	1,550,000	5.15%	12/15/01	1,445,000	-	-	15,000	1,340,000	71,623
1987 Water Mains Phase II	2,150,000	6.63%	12/01/02	2,150,000	-	-	150,000	2,000,000	137,725
1987 Runkle School Improvement	1,080,000	6.63%	12/01/96	1,080,000	-	-	120,000	960,000	66,300
1987 Pierce School Improvement	150,000	6.63%	12/01/96	150,000	-	-	20,000	130,000	9,100
Subtotal	10,340,000			7,885,000	-	-	835,000	7,050,000	487,748
Subtotal bonds	18,140,000			13,600,000	-	-	2,005,000	11,595,000	824,203
Other long-term obligations:									
Notes payable				-	7,465,000	-	-	7,465,000	-
Pension costs (note 6)				68,978,000	6,479,000	-	-	75,457,000	-
Sick and vacation				6,040,471	-	-	3,369,097	2,671,374	-
				\$ 88,618,471	13,944,000	-	5,374,097	97,188,374	824,203

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(7) Long-term Debt (Continued)

The annual requirements to amortize all general obligation bonds outstanding as of June 30, 1989, including interest, are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Year ending June 30,			
1990	\$ 2,000,000	695,951	2,695,951
1991	1,790,000	573,910	2,363,910
1992	1,600,000	460,488	2,060,488
1993	1,330,000	364,801	1,694,801
1994	1,270,000	279,200	1,549,200
Thereafter	<u>3,605,000</u>	<u>638,819</u>	<u>4,243,819</u>
	\$ <u>11,595,000</u>	<u>3,013,169</u>	<u>14,608,169</u>

The Commonwealth of Massachusetts has approved school construction assistance to the Town. The assistance program which is administered by the School Building Assistance Bureau (SBAB) provides resources for future debt service of general obligation school bonds outstanding. These resources are subject to annual appropriation by the state legislature and the Town's compliance with certain reporting requirements. During 1989, the Town received \$40,808 of such assistance. Assuming satisfactory audit results and annual appropriations by the state legislature, \$42,632 and \$23,088 will be received annually for fiscal 1990 and 1991, respectively.

The Town is subject to a dual level general debt limit; the normal debt limit and the double debt limit. Such limits are equal to 5% and 10%, respectively, of the valuation of taxable property in the Town as last equalized by the Commonwealth's Department of Revenue. Debt may be authorized up to the normal debt limit without state approval. Authorizations under the double debt limit, however, require the approval of the Commonwealth's Emergency Finance Board. Additionally, there are many categories of general obligation debt which are exempt from the debt limit but are subject to other limitations.

Authorized and unissued debt at June 30, 1989, is as follows:

Water mains	\$ 300,000
Larz Anderson Park	900,000
Sewer filtration/inflow study	445,000
School science labs	1,070,000
Town Hall roof	<u>90,000</u>
	\$ <u>2,805,000</u>

As of June 30, 1989, the Town may issue approximately \$220,065,000 additional general obligation debt under the normal debt limit. The Town has approximately \$7,050,000 of debt exempt from the debt limit.

(Continued)

Notes to General Purpose Financial Statements

(7) Long-term Debt (Continued)

Per agreement dated November 2, 1989, the Town refinanced bond anticipation notes (BANS) of \$7,465,000 outstanding at June 30, 1989. Accordingly, the BANS were classified as long-term obligations at June 30, 1989.

The Town pays assessments which include debt service payments to other local governmental units providing services within the Town's boundaries (commonly referred to as overlapping debt). The primary overlapping debt relates to the Massachusetts Bay Transportation Authority (MBTA), Norfolk County, and the Massachusetts Water Resources Authority (MWRA). The following summary sets forth the long-term debt of each entity at June 30, 1989, the estimated share of such debt being serviced by the Town, and the total of its share of estimated indirect debt.

	Long-term Debt Outstanding (Unaudited)	Town's Estimated Share	Town's Estimated Indirect Debt
MBTA	\$ 1,071,735,000	3.6%	\$ 38,821,457
Norfolk County	6,420,000	11.4	731,882
MWRA:			
Water	140,406,019	3.3	4,592,497
Sewer	<u>562,128,131</u>	2.4	<u>13,412,315</u>
	\$ <u>1,780,689,150</u>		\$ <u>57,558,151</u>

(8) Temporary Borrowings

Under state law and by authorization of the Board of Selectmen, the Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS)
- Capital project costs incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS)
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANs)

Temporary loans are general obligations of the Town and carry maturity dates which are limited by statute. Interest expenditures for temporary borrowings were approximately \$623,600 and are accounted for in the General Fund. At June 30, 1989, the Town had \$177,146 of 5.19% of SANS outstanding.

(Continued)

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to General Purpose Financial Statements

(9) Fund Deficits

The following funds had deficit equity balances as of June 30, 1989:

Capital Project:

Sewer System Improvement	\$ 45,747
--------------------------	-----------

Special Revenue:

E.S.E.A. Chapter I FY 1986 grant	163,909
Chapter 188 Early Childhood	70,248

The deficits in these funds will be eliminated through future federal and state grants.

(10) Interfund Receivable and Payable Balances

Individual fund interfund receivable and payable balances at June 30, 1989, were as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General	\$ 100,294	\$ 111,651
Special Revenue	950	2,882
Trust	<u>110,701</u>	<u>97,412</u>
	\$ <u>211,945</u>	\$ <u>211,945</u>

(Continued)

Notes to General Purpose Financial Statements

(11) Operating Transfers

Operating transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. Operating transfers during the year were as follows:

	Transfers In (Out)			
	General	Special Revenue	Capital Projects	Nonexpendable Trusts
Purpose of operating transfer:				
Federal revenue sharing	\$ 4,000	(4,000)	-	-
Parking meter receipts	684,182	(684,182)	-	-
Library aid	40,889	(40,889)	-	-
Cemetery trust	44,000	-	(44,000)	-
Cemetery sales	31,000	(31,000)	-	-
Group health insurance	(2,897,000)	-	2,897,000	-
Worker's compensation	(460,000)	-	460,000	-
Council on aging	-	12,198	(12,198)	-
	<u>\$ (2,552,929)</u>	<u>(747,873)</u>	<u>3,300,802</u>	<u>-</u>
(12) <u>Contingencies</u>				

There are several pending lawsuits in which the Town is involved. The Town Attorney estimates that the potential claims against the Town not covered by insurance resulting from such litigation would not materially affect the general purpose financial statements of the Town.

(13) Deferred Compensation

The Town of Brookline offers its employees a deferred compensation plan created in accordance with Section 457 of the U.S. Internal Revenue Code. The plan is administered by Aetna Life Insurance and Annuity Company. The plan, available to all Town employees, permits them to defer a portion of their current salary to future years. The deferred compensation is not available to the participants until termination, retirement, death or unforeseeable emergency.

In accordance with Section 457 of the Internal Revenue Code, all amounts of compensation deferred under the plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property, or rights are (until they are made available to the employee or other beneficiary) solely the property and rights of the Town (without being restricted to the provisions of benefits under the plan) subject only to the claims of the Town's general creditors.

Participants' rights created under the plan are equivalent to those of general creditors of the Town and only in an amount equal to the fair market value of the deferred account maintained with respect to each participant. Plan assets have been used for no purpose other than to pay benefits. In addition, the Town believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

The Town and its agent have no liability for losses under the plan, but do have the duty of care that would be required of any ordinary prudent investor.

The activity of the plan for the fiscal year ended June 30, 1989, is as follows:

Fund assets (at market value) July 1, 1988	\$ 2,529,858
Increase (decrease) in fund assets:	
Deferrals of compensation	701,350
Earnings and adjustments to market value	286,900
Payments to eligible participants	(140,371)
Fund assets (at market value) June 30, 1989	<u>\$ 3,377,737</u>

TOWN OF BROOKLINE, MASSACHUSETTS

Employees' Retirement System

Required Supplementary Information

Revenues by Source and Expenses by Type
(Unaudited)

Year	Revenues by Source				
	Employee contributions	Employer Contributions	State Contributions	Investment income	Total
1979	\$ 914,487	\$ 2,004,189	\$ -	\$ 900,078	\$ 3,818,754
1980	976,836	3,614,182	-	1,019,344	5,610,362
1981	1,049,308	5,142,103	-	1,211,847	7,403,258
1982	1,078,441	5,274,929	-	1,727,191	8,080,561
1983	1,097,382	5,014,200	89,161	1,726,348	7,927,091
1984	1,179,383	4,903,479	-	1,999,042	8,081,904
1985	1,284,791	5,645,606	-	2,304,787	9,235,184
1986	1,423,875	4,940,375	872,486	2,607,871	9,844,607
1987	1,553,369	7,270,046	471,278	1,964,371	11,259,224
1988	1,692,508	5,745,305	1,266,095	1,600,039	10,307,083
1989	1,830,604	6,081,507	933,167	3,204,325	12,049,603

Calendar year	Expenses by Type		
	Benefits	Administrative expenses	Total
1979	\$ 3,520,020	\$ 41,084	\$ 3,787,605
1980	3,910,419	43,720	4,300,933
1981	4,332,486	44,560	4,692,286
1982	4,757,093	48,484	5,388,790
1983	5,317,427	54,209	5,734,788
1984	5,502,107	59,743	5,793,188
1985	5,855,975	61,031	6,210,171
1986	6,006,815	65,971	6,456,361
1987	6,505,844	90,918	7,155,029
1988	6,792,917	92,298	7,271,653
1989	7,303,927	125,643	7,939,158

TOWN OF BROOKLINE, MASSACHUSETTS

Employees' Retirement System

Required Supplementary Information

Analysis of Funding Progress
(in thousands)

Fiscal year	(1) Net assets available for benefits*	(2) Pension benefit obligation	(3) Percentage funded (1)/(2)	(4) Unfunded pension benefit obligation (2)-(1)	(5) Annual covered payroll	(6) Unfunded pension benefit obligation as a percentage of covered payroll (4)/(5)
1987	\$ 38,147	\$ 107,125	36%	\$ 68,978	\$ 31,116	221%
1988	42,257	117,714	36%	75,457	33,139	228%

* Net assets are stated on the basis explained in note 6.

Isolated analysis of the dollar amounts of net assets available for benefits, pension benefit obligation, and unfunded pension benefit obligation can be misleading. Expressing the net assets available for benefits as a percentage of the pension benefit obligation provides an indication of the Town's funding status on a going-concern basis. Analysis of this percentage over time indicates whether the system is becoming financially stronger or weaker. Generally, the greater this percentage, the stronger the PERS. Trends in unfunded pension benefit obligation and annual covered payroll are both affected by inflation. Expressing the unfunded pension benefit obligation as a percentage of annual covered payroll approximately adjusts for the effects of inflation and aids analysis of the progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller this percentage, the stronger the PERS.

Note: Information prior to 1987 is not available.

TOWN OF BROOKLINE, MASSACHUSETTS

Schedule of Federal Financial Assistance
and Independent Auditors' Reports Required under
the Single Audit Act of 1984

Year Ended June 30, 1989

TOWN OF BROOKLINE, MASSACHUSETTS

Schedule of Federal Financial Assistance
and Independent Auditors' Reports Required under
the Single Audit Act of 1984

Year Ended June 30, 1989

TOWN OF BROOKLINE, MASSACHUSETTS

Schedule of Federal Financial Assistance
and Independent Auditors' Reports Required under
the Single Audit Act of 1984

Year Ended June 30, 1989

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Peat Marwick

Exhibit I

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INDEPENDENT AUDITORS' REPORT ON SCHEDULE OF
FEDERAL FINANCIAL ASSISTANCE

To the Board of Selectmen
Town of Brookline, Massachusetts:

We have audited the general purpose financial statements of the Town of Brookline, Massachusetts, for the year ended June 30, 1989, and have issued our report thereon dated February 6, 1990. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of the Town of Brookline, Massachusetts, taken as a whole. The accompanying schedule of federal financial assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

KPMG Peat Marwick

February 6, 1990



TOWN OF BROOKLINE, MASSACHUSETTS

Schedule of Federal Financial Assistance

For the year ended June 30, 1989

Account Number	Federal Grantor/Pass-Through Grantor/Program Title	Federal Catalogue Number	FY 1989 Program or Award Amount	Accrued (Deferred) Grant Revenue July 1, 1988	Revenue Recognized		Expenditures	Transfers	Accrued (Deferred) Grant Revenue June 30, 1989
					Federal	State			
247	Department of Education Title VII - Preschool Bilingual	84.003	\$ -	\$ 45,579	-	-	1,614	(25,000)	18,965
238	Passed Through State Department of Education: Project Start	84.027	-	3,967	-	-	-	-	3,967
251	Special Education PL 94-142, 89-313	84.027	223,134	(29,364)	212,070	-	200,053	-	(17,347)
228	ECIA CH I (FY 86)	84.010	338,347	39,551	79,395	-	282,856	-	(163,910)
229	ECIA CH II - Block Grant	84.151	24,729	7,743	24,729	353	26,692	-	6,133
241	Occupational Education	84.048	49,290	27,831	54,583	-	53,215	-	29,199
246	Indo-Chinese Refugee Program	84.146	21,175	18,252	20,655	-	31,799	-	7,108
257	EESA Title II	84.164	5,000	2,990	5,000	-	1,908	-	6,082
260	Title II Math/Science	84.164	5,320	1,483	8,999	-	1,296	-	9,186
230	Grants Administration	N/A	-	85,292	-	-	103,589	25,000	34,040
240	Matching Grant	N/A	-	12,116	-	-	7,045	-	15,035
	Total Department of Education			215,440	405,431	-	710,067	-	(51,542)
201	Department of Housing and Urban Development Community Development Block Grant	14.218	1,182,000	5,213	1,450,001	-	1,316,290*	(116,711)	24,776
3	CDBG Escrow	-	-	17,107	-	-	490	-	18,247
204	Equity Transfer Assistance	-	-	118,521	-	-	68	-	148,698
202	Housing Rehabilitation Program	-	-	61,468	-	-	156,753	116,711	68,374
203	Rental Rehabilitation Loan Program	-	12,000	-	-	-	12,000	-	-
	Total Department of Housing and Urban Development			202,309	1,450,001	-	1,485,601	-	260,095
280	Passed Through State Parks Department Winthrop Playground	15.919	-	2,413	-	-	-	-	2,413
209	Department of the Treasury Federal Revenue Sharing	21.300	-	4,114	-	228	-	(4,000)	342
264	Department of Agriculture School Lunch Program	10.555	314,902	(72,867)	283,849	106,724	854,395	-	44,352
225	Federal Emergency Management Agency-State and Local Programs and Support Hurricane Assistance	83.516	-	2,849	-	-	-	-	2,849

(Continued)

*Denotes major program.

TOWN OF BROOKLINE, MASSACHUSETTS
Schedule of Federal Financial Assistance
For the year ended June 30, 1989

Account Number	Federal Grantor/Pass-Through Grantor/Program Title	Federal Catalogue Number	FY 1989 Program or Award Amount	Accrued (Deferred) Grant Revenue July 1, 1988	Revenue Recognized		Expenditures	Transfers	Accrued (Deferred) Grant Revenue June 30, 1989
					Federal	State	Local		
214	Department of Health and Human Services- Office of Human Development Services Senior Bus - Title III B	13.633	-	3,402	-	-	-	1,295	-
287	Passed Through State Department of Justice Narcotics Control Discretionary	16.580	15,000	-	15,000	-	-	9,861	2,107
279	National Endowment for the Humanities National Endowment for the Humanities	45.127	116,899	51,712	47,992	-	100	72,427	5,139
	Total Federal Financial Assistance			\$ 409,372	2,202,273	106,724	712,409	2,133,646	27,377
								(4,000)	293,132

See notes to schedule of federal financial assistance program.

TOWN OF BROOKLINE, MASSACHUSETTS

Notes to Schedule of Federal Financial Assistance

Year ended June 30, 1989

(1) Definition of Reporting Entity

The accompanying schedule of federal financial assistance presents the activity of all federal financial assistance programs of the Town of Brookline, Massachusetts. The Town reporting entity is defined in note 1 to the Town's general purpose financial statements. All federal financial assistance received directly from federal agencies as well as federal financial assistance passed through other government agencies is included on the schedule.

(2) Summary of Significant Accounting Policies

The accounting and reporting policies of the Town of Brookline, Massachusetts, are set forth below:

(a) Basis of Presentation

The accompanying schedule of federal financial assistance is presented using the modified accrual basis of accounting.

(b) School Cafeteria Programs

The Town accounts for local, state and federal expenditures of the National School Lunch and School Breakfast programs in one combined fund. Program expenditures in the accompanying schedule of federal financial assistance represent federal reimbursements for meals provided during 1989.

(c) Food Distribution Program

Non-cash contributions of commodities under the Food Distribution program are received under a State distribution formula and are valued at federally published wholesale prices for purposes of this schedule. Such commodities are not recorded in the financial records although memorandum records are maintained.

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INDEPENDENT AUDITORS' COMPLIANCE REPORT BASED ON AN AUDIT
OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Selectmen
Town of Brookline, Massachusetts:

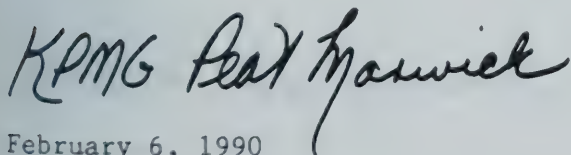
We have audited the general purpose financial statements of the Town of Brookline, Massachusetts, for the year ended June 30, 1989, and have issued our report thereon dated February 6, 1990.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Town of Brookline, Massachusetts, is the responsibility of the Town's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions.

The results of our tests indicate that, with respect to the items tested, the Town of Brookline, Massachusetts, complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Town had not complied, in all material respects, with those provisions.

This report is intended for the information of the Board of Selectmen and applicable federal and state agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



February 6, 1990

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INDEPENDENT AUDITORS' SINGLE AUDIT OPINION ON COMPLIANCE WITH
SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR FEDERAL
FINANCIAL ASSISTANCE PROGRAMS

To the Board of Selectmen
Town of Brookline, Massachusetts:

We have audited the Town of Brookline, Massachusetts' compliance with the requirements governing types of services allowed or unallowed; eligibility; matching level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance, for the year ended June 30, 1989. The management of the Town of Brookline, Massachusetts, is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Town of Brookline, Massachusetts, complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1989.

KPMG Peat Marwick

February 6, 1990



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INDEPENDENT AUDITORS' SINGLE AUDIT REPORT ON COMPLIANCE WITH
THE GENERAL REQUIREMENTS APPLICABLE TO MAJOR FEDERAL
FINANCIAL ASSISTANCE PROGRAMS

To the Board of Selectmen
Town of Brookline, Massachusetts:

We have applied procedures to test the Town of Brookline, Massachusetts' compliance with the following requirements applicable to each of its major federal financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended June 30, 1989: political activity, Davis-Bacon Act, civil rights, cash management, relocation assistance and real property management, and federal financial reports.

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's Compliance Supplement for Single Audits of State and Local Governments. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Town's compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the first paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that the Town of Brookline, Massachusetts, had not complied, in all material respects, with those requirements.

This report is intended for the information of the Board of Selectmen and applicable federal and state agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

KPMG Peat Marwick
February 6, 1990

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INDEPENDENT AUDITORS' SINGLE AUDIT REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO NONMAJOR FEDERAL FINANCIAL
ASSISTANCE PROGRAM TRANSACTIONS

To the Board of Selectmen
Town of Brookline, Massachusetts:

In connection with our audit of the 1989 general purpose financial statements of the Town of Brookline, Massachusetts, and with our study and evaluation of the Town's internal control systems used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-128, "Audits of State and Local Governments," we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1989.

As required by OMB Circular A-128, we have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed and eligibility that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Town of Brookline's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Town of Brookline, Massachusetts, had not complied, in all material respects, with those requirements.

This report is intended for the information of the Board of Selectmen and applicable federal and state agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

KPMG Peat Marwick
February 6, 1990

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROLS
(ACCOUNTING AND ADMINISTRATIVE) - BASED ON A STUDY AND EVALUATION
MADE AS PART OF AN AUDIT OF THE GENERAL PURPOSE FINANCIAL
STATEMENTS AND THE ADDITIONAL TESTS REQUIRED BY THE SINGLE AUDIT ACT

To the Board of Selectmen
Town of Brookline, Massachusetts:

We have audited the general purpose financial statements of the Town of Brookline, Massachusetts, for the year ended June 30, 1989, and have issued our report thereon dated February 6, 1990. As part of our audit, we made a study and evaluation of the internal control systems, including applicable internal administrative controls, used in administering federal financial assistance programs to the extent we considered necessary to evaluate the systems as required by generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments." For the purpose of this report, we have classified the significant internal accounting and administrative controls used in administering federal financial assistance programs in the following categories:

Accounting Controls

- Revenue/receipts
- Purchases/disbursements
- External financial reporting
- Payroll

Administrative Controls

General Requirements:

- Political activity
- Davis-Bacon Act
- Civil rights
- Cash management
- Relocation assistance and real property acquisition
- Federal financial reports



To the Board of Selectmen
Town of Brookline, Massachusetts

Specific Requirements:

- Types of services
- Eligibility
- Matching level of effort
- Reporting
- Cost allocation
- Special requirements, if any
- Monitoring subrecipients

The management of the Town of Brookline, Massachusetts, is responsible for establishing and maintaining internal control systems used in administering federal financial assistance programs. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of internal control systems used in administering federal financial assistance programs are to provide management with reasonable, but not absolute, assurance that, with respect to federal financial assistance programs, resource use is consistent with laws, regulations, and policies; resources are safeguarded against waste, loss, and misuse; and reliable data are obtained, maintained, and fairly disclosed in reports.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study included all of the applicable control categories listed above. During the year ended June 30, 1989, the Town of Brookline, Massachusetts, expended 59 percent of its total federal financial assistance under one major federal financial assistance program. With respect to internal control systems used in administering major federal financial assistance programs, our study and evaluation included considering the types of errors and irregularities that could occur, determining the internal control procedures that should prevent or detect such errors and irregularities, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

With respect to the internal control systems used solely in administering the nonmajor federal financial assistance programs of the Town of Brookline, Massachusetts, our study and evaluation was limited to a preliminary review of the systems to obtain an understanding of the control environment and the flow of transactions through the accounting system. Our study and evaluation of the internal control systems used solely in administering the nonmajor federal

To the Board of Selectmen
Town of Brookline, Massachusetts

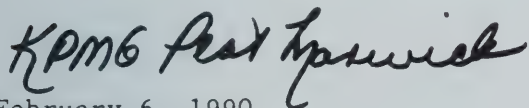
financial assistance programs of the Town of Brookline, Massachusetts, did not extend beyond this preliminary review phase.

Our study and evaluation was more limited than would be necessary to express an opinion on the internal control systems used in administering the federal financial assistance programs of the Town of Brookline, Massachusetts. Accordingly, we do not express an opinion on the internal control systems used in administering the federal financial assistance programs of the Town of Brookline, Massachusetts. Further, we do not express an opinion on the internal control systems used in administering the major federal financial assistance programs of the Town of Brookline, Massachusetts.

Also, our audit, made in accordance with the standards mentioned above, would not necessarily disclose material weaknesses in the internal control systems used solely in administering nonmajor federal financial assistance programs.

However, our study and evaluation and our audit disclosed no condition that we believe to be a material weakness in relation to a federal financial assistance program of the Town of Brookline, Massachusetts.

This report is intended solely for the use of the Board of Selectmen and applicable federal and state agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the Town of Brookline, Massachusetts, is a matter of public record.



February 6, 1990

STATUS OF PRIOR YEAR FINDINGS

The finding noted in the June 30, 1987 single audit report has been submitted to the applicable federal and state agencies along with the Town's corrective action plan. As of February 6, 1990, the Town has not received clearance letters from the respective agency.

FindingStatus

- | | |
|---|--|
| 1 | State Grants for the Handicapped - Questioned costs were \$35,456.18. The Town has notified the Assistant Director, Bureau of Accounts of the Massachusetts Department of Revenue, as to the status of the finding. No further correspondence has been received. |
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No corrective action report was required for the June 30, 1988 single audit, because there were no noted material weaknesses in internal control nor findings with respect to compliance with laws and regulations.

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